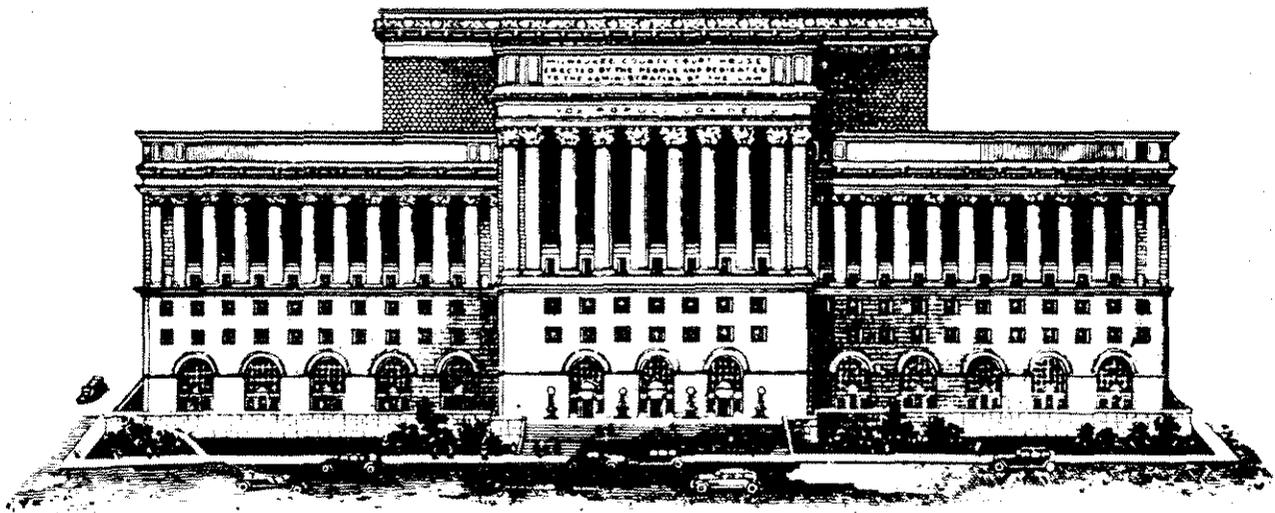


# MILWAUKEE COUNTY 1998 EXECUTIVE BUDGET



**F. Thomas Ament**  
**Milwaukee County Executive**

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**BUDGET NARRATIVES****Page****Courts and Judiciary Function**

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Alternatives to Incarceration	1940
Legal Resource Center	1943
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1

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1-3

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Department of Human Services- Mental Health Division	6800-1-10
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1-2

Greater Milwaukee Convention & Visitors Bureau	1900-8255
County Historical Society	1900-8266
War Memorial Center	1914
Villa Terrace	1915
Marcus Center for the Performing Arts	1916
Charles Allis Art Museum	1928
Federated Library System	1966
Milwaukee County Fund for the Arts	1974
Keep Greater Milwaukee Beautiful	1980
Lincoln Park Community Center	1988
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1-2

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County Sales Tax Revenue	1900-2403
Surplus (or Deficit) from Prior Year	1900-4970
Unclaimed Money	1900-4980
Other Miscellaneous Revenue	1900-4999

**County-Wide Function**

1

Charges to Other County Organization Units	1900-8820
Appropriation for Contingencies	1900-8901
Offset to Internal Service Charges	1930
Employee Fringe Benefits	1950
Capital Outlay/Depreciation Contra	1985

MILWAUKEE COUNTY  
1997 ADOPTED BUDGET AND 1998 RECOMMENDED BUDGET

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>
<b>EXPENDITURES</b>		
Legislative, Executive & Staff	\$ 44,185,065	\$ 44,839,111
Capital Improvements	76,416,860	81,234,450
Debt Retirement & Interest	61,210,249 *	63,775,753 *
Sundry Appropriations & Grants	64,646,600	59,543,830
Internal Abatements - Expenditure	(26,942,320)	(25,055,184)
Courts & Judiciary	29,086,680	29,968,696
General Governmental Services	3,125,821	3,399,225
Public Safety	61,583,061	69,354,787
Public Works	146,889,992	151,098,412
Health and Human Services	437,048,776	399,282,003
Parks, Recreation and Culture	51,366,707	52,209,112
Expendable Trust Accounts	<u>738,758</u>	<u>678,563</u>
Total for General County Purposes	\$ 949,356,249	\$ 930,328,758
Metropolitan Sewerage	<u>2,215,000</u>	<u>2,100,000</u>
Total Gross Expenditures	\$ <u>951,571,249</u>	\$ <u>932,428,758</u>
<b>REVENUES</b>		
Property Tax Levy:		
For General County Purposes	\$ <u>179,307,321</u>	\$ <u>188,166,721</u>
Sales Tax	<u>49,139,100</u>	<u>50,777,300</u>
Recommended Bond Issues:		
For General County Purposes	\$ <u>52,073,876</u>	\$ <u>46,237,923</u>
State Aids	\$ 352,482,050	\$ 346,686,886
Federal Aids	<u>49,875,870</u>	<u>30,398,630</u>
Combined State and Federal Aids	\$ 402,357,920	\$ 377,085,516
Capital Improvement Revenue:		
State Revenue	\$ 3,122,340	\$ 6,675,050
Federal Revenue	13,260,750	16,303,245
Other Revenue	<u>7,902,700</u>	<u>10,597,172</u>
Combined Capital Improvement Revenue	\$ <u>24,285,790</u>	\$ <u>33,575,467</u>
Departmental Income, Service		
Fees and Sundry Revenue	\$ 213,819,079	\$ 205,823,915
Internal Abatements - Revenue **	(24,171,184)	(24,940,901)
State Shared Taxes	52,558,503	54,245,814
Prior Year Surplus (Deficit)	<u>2,200,844</u>	<u>1,457,003</u>
Total Gross Revenue	\$ <u>951,571,249</u>	\$ <u>932,428,758</u>

\* Includes interest allocation credit of \$8,253,814 in 1997 and \$6,651,258 in 1998 to Proprietary Fund departments for interest costs, which reduces Debt Retirement & Interest by a like amount.

\*\* Internal Abatements (both expenditures and revenues) reflect crosscharges from County service departments to various other County departments.

MILWAUKEE COUNTY  
COUNTY EXECUTIVE'S 1998 BUDGET  
FUNCTIONAL TAX LEVY DISTRIBUTION

FUNCTION	Operating Expenditures	Operating, Bond & Sundry Revenue	State and Federal Aids	Net Tax Levy Funds Required	% of Tax Levy Funds
<u>General County</u>					
Legislative, Executive & Staff	\$ 44,843,211	\$ 9,169,516	\$ 13,433,807	\$ 22,239,888	11.82%
Courts & Judiciary	29,968,696	5,670,491	16,950,215	7,347,990	3.91%
General Governmental	3,399,225	3,555,757	0	(156,532)	(0.08%)
Public Safety	69,354,787	12,351,027	12,038,280	44,965,480	23.90%
Public Works	151,098,412	60,776,982	66,509,136	23,812,294	12.65%
Health & Human Services	399,317,103	63,419,629	266,191,990	69,705,484	37.04%
Parks, Recreation & Culture	52,848,475	29,977,282	162,088	22,709,105	12.07%
Sundry Appropriations & Grants	59,543,830	62,626,578	56,045,814	(59,128,562)	(31.42%)
Internal Abatements*	(25,055,184)	(24,940,901)	0	(114,283)	(0.06%)
Debt Redemption & Interest	63,775,753	8,410,956	0	55,364,797	29.42%
Capital Improvements**	<u>81,234,450</u>	<u>56,835,095</u>	<u>22,978,295</u>	1,421,060	<u>0.76%</u>
Total General County	\$ <u>930,328,758</u>	\$ <u>287,852,412</u>	\$ <u>454,309,625</u>	\$ <u>188,166,721</u>	<u>100.00%</u>
<u>Other Agencies</u>					
Metropolitan Sewerage	\$ <u>2,100,000</u>	\$ <u>2,100,000</u>	\$ <u>0</u>	\$ <u>0</u>	<u>0.00%</u>
Total Milwaukee County	\$ <u>932,428,758</u>	\$ <u>289,952,412</u>	\$ <u>454,309,625</u>	\$ <u>188,166,721</u>	<u>100.00%</u>

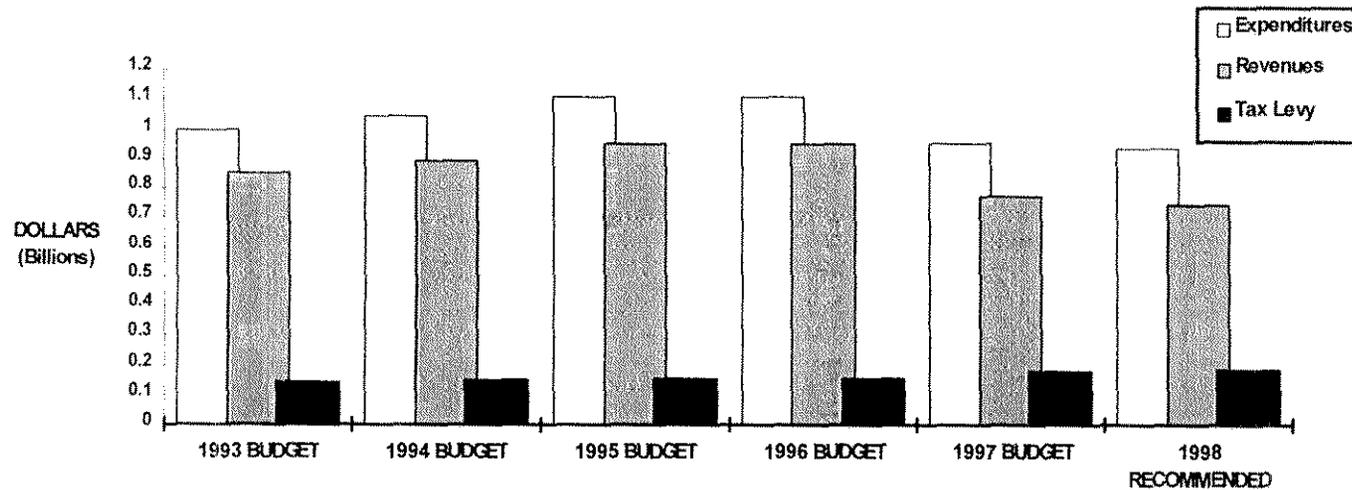
\* Internal abatements, both expenditures and revenues, reflect crosscharges from County internal service departments to various other County departments.

\*\* Revenues include \$46,237,923 in Bonding, \$122,500 in Investment Earnings, \$7,569,000 in PFC Revenues, \$1,950,872 in Other Reimbursement Revenue and \$954,800 in Miscellaneous Revenue.

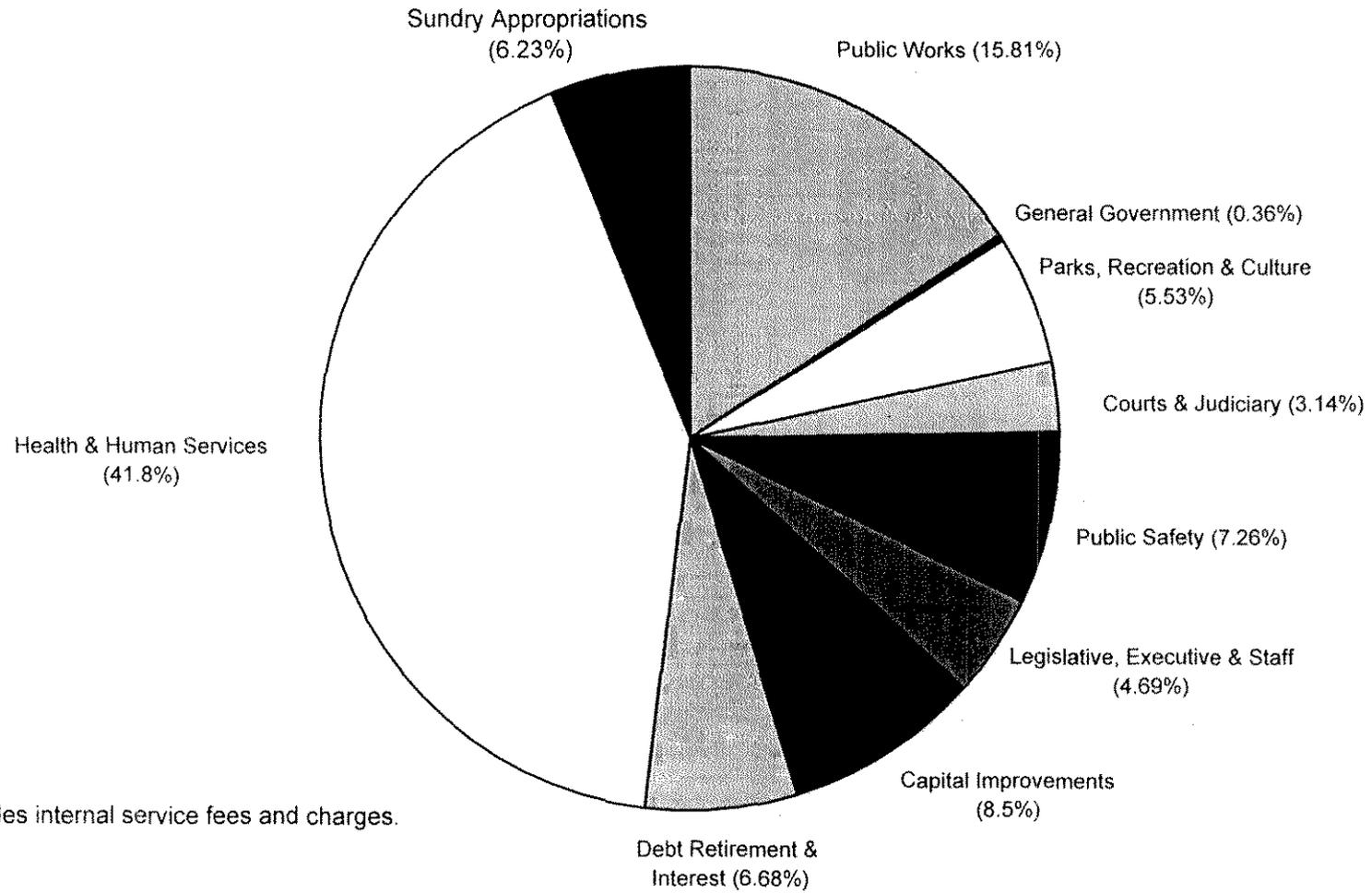


## COUNTY EXECUTIVE'S 1998 BUDGET FOR GENERAL COUNTY AND METRO SEWER PURPOSES

	1997 ADOPTED	1998 RECOMMENDED	CHANGE	PERCENT
EXPENDITURE	\$ 951,571,249	\$ 932,428,758	\$-19,142,491	- 2.01
REVENUE	772,263,928	744,262,037	-28,001,891	- 3.63
<b>TAX LEVY</b>	<b>\$ 179,307,321</b>	<b>\$ 188,166,721</b>	<b>\$ 8,859,400</b>	<b>+ 4.94</b>

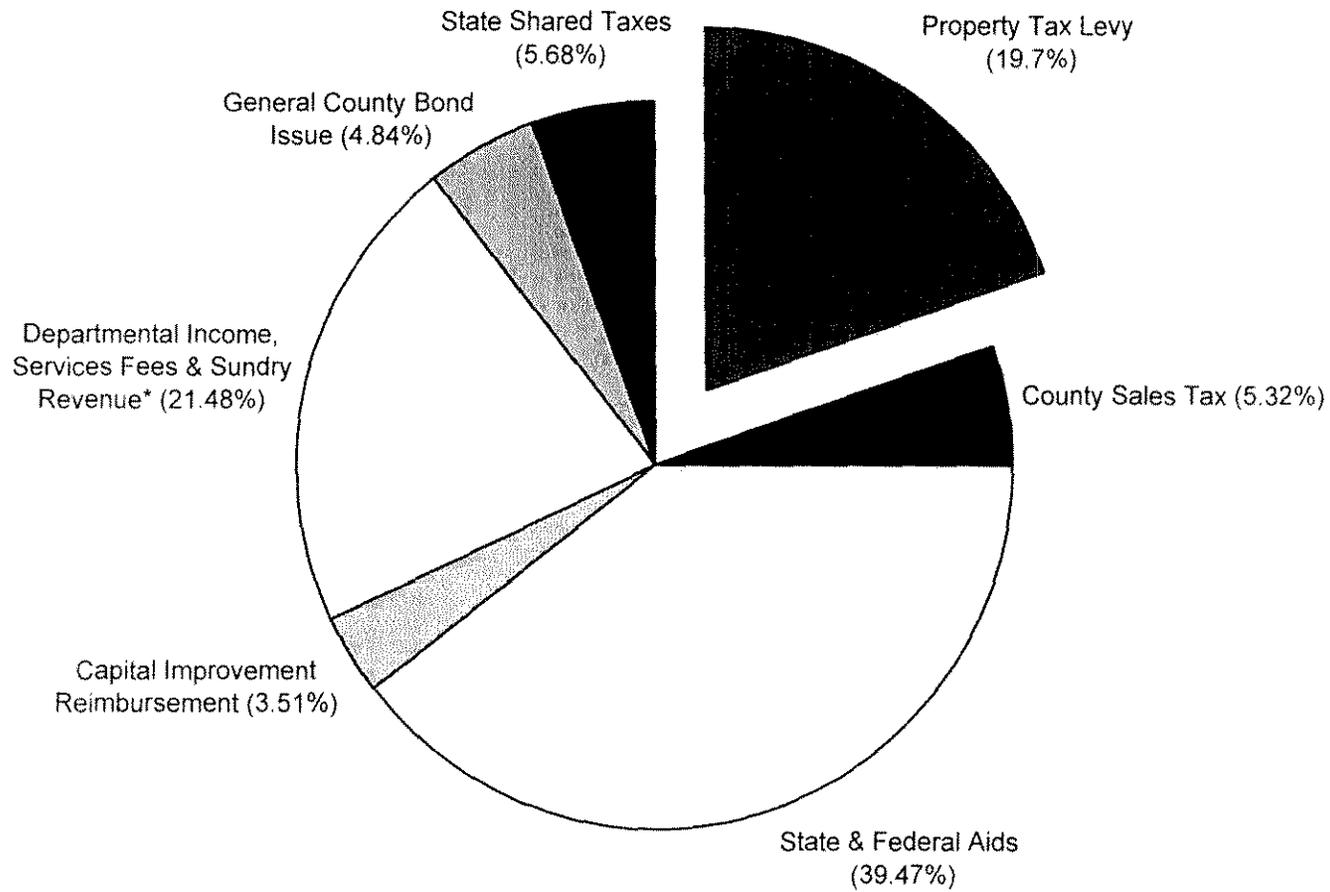


**COUNTY EXECUTIVE'S 1998 BUDGET  
EXPENDITURE BY FUNCTIONAL GROUP**



\*Excludes internal service fees and charges.

**COUNTY EXECUTIVE'S 1998 BUDGET  
REVENUE BY SOURCE**



\*Excludes internal service fees and charges

COUNTY OF MILWAUKEE  
 COUNTY EXECUTIVE'S 1998 BUDGET  
 SUMMARY OF EXPENDITURES AND REVENUES  
 LEGISLATIVE, EXECUTIVE AND STAFF FUNCTIONS

	1997 Adopted Budget	1998 Recommended Budget	Increase (or Decrease) Amount
<u>EXPENDITURES</u>			
<u>Legislative &amp; Executive</u>			
County Board	\$ 3,156,999	\$ 3,170,195	\$ 13,196
Department of Audit	1,560,113	1,511,877	(48,236)
County Executive			
General Office	880,737	857,350	(23,387)
Emergency Government	438,544	0	(438,544)
Office for Persons w/Disabilities	104,744	131,350	26,606
Intergovernmental Relations	387,923	381,730	(6,193)
Veterans Service	<u>177,998</u>	<u>196,448</u>	<u>18,450</u>
Sub-Total	\$ <u>6,707,058</u>	\$ <u>6,248,950</u>	\$ <u>(458,108)</u>
<u>Staff</u>			
Civil Service Commission	\$ 38,555	\$ 43,347	\$ 4,792
Personnel Review Board	89,830	91,369	1,539
Corporation Counsel	1,211,827	1,270,185	58,358
Department of Human Resources	2,521,893	2,670,601	148,708
Department of Administration -			
Economic Development	1,016,253	1,078,830	62,577
Housing/Community Development	12,059,877	13,085,307	1,025,430
Risk Management	6,084,315	5,724,539	(359,776)
Fiscal Affairs Division	2,150,085	2,008,403	(141,682)
Procurement	731,491	719,989	(11,502)
Information Management Services	11,228,927	11,559,630	330,703
Department of Labor Relations	<u>344,954</u>	<u>337,961</u>	<u>(6,993)</u>
Subtotal	\$ <u>37,478,007</u>	\$ <u>38,590,161</u>	\$ <u>1,112,154</u>
TOTAL	\$ <u>44,185,065</u>	\$ <u>44,839,111</u>	\$ <u>654,046</u>

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<b><u>REVENUES</u></b>			
County Executive	\$	\$	\$
General Office	550	0	(550)
Veterans Service	3,200	3,200	0
Corporation Counsel	2,400	100,000	97,600
Department of Human Resources	761,304	741,941	(19,363)
Department of Administration -			
Economic Development	1,528,531	1,621,935	93,404
Housing/Community Development	149,912	148,000	(1,912)
Risk Management	6,261,833	5,910,950	(350,883)
Fiscal Affairs Division	5,000	6,000	1,000
Information Management Services	<u>755,982</u>	<u>633,390</u>	<u>(122,592)</u>
<b>TOTAL</b>	<b>\$ <u>9,468,712</u></b>	<b>\$ <u>9,165,416</u></b>	<b>\$ <u>(303,296)</u></b>
<b><u>STATE &amp; FEDERAL AIDS</u></b>			
County Board	\$ 19,900	\$ 14,450	\$ (5,450)
County Executive			
General Office	20,000	15,000	(5,000)
Veterans Service	5,000	5,000	0
Department of Administration -			
Housing/Community Development	<u>12,426,422</u>	<u>13,399,357</u>	<u>972,935</u>
<b>TOTAL</b>	<b>\$ <u>12,471,322</u></b>	<b>\$ <u>13,433,807</u></b>	<b>\$ <u>962,485</u></b>
<b>NET FUNDS REQUIRED</b>	<b>\$ <u>22,245,031</u></b>	<b>\$ <u>22,239,888</u></b>	<b>\$ <u>(5,143)</u></b>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
SUNDRY APPROPRIATIONS AND GRANTS FUNCTION

	1997 Adopted Budget	1998 Recommended Budget	Increase (or Decrease) Amount
<u>EXPENDITURES</u>			
<u>Department 1900</u>			
Property Tax Refund Claims	\$ 125,000	\$ 125,000	\$ 0
Debt Issue Expenses	10,500	10,500	0
Milwaukee Convention & Visitors Bureau	25,000	50,000	25,000
Community Relations - Social Development Commission	0	117,628	117,628
County Historical Society	291,118	291,118	0
Miscellaneous Legal Fees	75,000	50,000	(25,000)
Appropriation for Contingencies	<u>4,000,000</u>	<u>3,500,000</u>	<u>(500,000)</u>
Subtotal	\$ <u>4,526,618</u>	\$ <u>4,144,246</u>	\$ <u>(382,372)</u>
<u>Other Non-Departmental Expenditures 1901-1999</u>			
Ethics Board	\$ 28,805	\$ 28,403	\$ (402)
Revolving Bail Fund	40,000	40,000	0
Sister Cities International	10,000	10,000	0
Civil Air Patrol	6,800	6,800	0
War Memorial Center	1,311,000	1,501,197	190,197
Villa Terrace	104,893	104,893	0
Marcus Center for the Performing Arts	1,500,000	1,500,000	0
Automated Land Information System	650,000	650,000	0
Charles Allis Art Museum	156,211	156,211	0
Internal Service Abatement	(26,942,320)	(25,055,184)	1,887,136
Alternatives to Incarceration	1,802,382	1,737,775	(64,607)
Milwaukee County Legal Resource Center	187,215	194,215	7,000
Youth Employment Program	322,704	322,704	0
Employee Fringe Benefits	67,673,502	63,281,748	(4,391,754)
County Board Non-Departmental Projects	99,000	99,000	0
Federated Library System	66,702	66,693	(9)
Milwaukee County Fund for the Arts	500,000	500,000	0
Keep Greater Milwaukee Beautiful	12,750	12,750	0
Payroll/Personnel Integration	147,328	155,720	8,392
Capital/Depreciation Contra	(15,326,860)	(15,840,215)	(513,355)
Lincoln Park Community Center	35,000	35,000	0
Milwaukee County Research Park	<u>792,550</u>	<u>836,690</u>	<u>44,140</u>
Subtotal	\$ <u>33,177,662</u>	\$ <u>30,344,400</u>	\$ <u>(2,833,262)</u>
TOTAL NON-DEPARTMENTAL EXPENDITURES	\$ <u>37,704,280</u>	\$ <u>34,488,646</u>	\$ <u>(3,215,634)</u>

	1997 Adopted Budget	1998 Recommended Budget	Increase (or Decrease) Amount
<b><u>REVENUES</u></b>			
<b><u>Department 1900</u></b>			
Interest on Delinquent Taxes	\$ 1,475,000	\$ 1,475,000	\$ 0
Earnings on Investments	5,210,700	6,523,400	1,312,700
County Sales and Use Tax	49,139,100	50,777,300	1,638,200
Prior-Year Surplus (Deficit)	2,200,844	1,457,003	(743,841)
Unclaimed Money	0	800,000	800,000
Other Miscellaneous Revenue	<u>295,500</u>	<u>272,200</u>	<u>(23,300)</u>
Subtotal	\$ <u>58,321,144</u>	\$ <u>61,304,903</u>	\$ <u>2,983,759</u>
<b><u>1901-1999</u></b>			
Automated Land Information System	\$ 550,000	\$ 550,000	\$ 0
Internal Service Abatement	(24,171,184)	(24,940,901)	(769,717)
Payroll/Personnel Integration	68,000	73,175	5,175
Milwaukee County Research Park	<u>552,500</u>	<u>698,500</u>	<u>146,000</u>
Subtotal	\$ <u>(23,000,684)</u>	\$ <u>(23,619,226)</u>	\$ <u>(618,542)</u>
<b><u>STATE AND FEDERAL AIDS</u></b>			
Automated Land Information System	\$ 100,000	\$ 100,000	\$ 0
Alternatives to Incarceration	120,000	0	(120,000)
State Shared Revenues	52,558,503	54,245,814	1,687,311
ITP-Nursing Home Revenue	1,500,000	1,700,000	200,000
Subtotal	\$ <u>54,278,503</u>	\$ <u>56,045,814</u>	\$ <u>1,767,311</u>
NET FUNDS REQUIRED	\$ <u>(51,894,683)</u>	\$ <u>(59,242,845)</u>	\$ <u>(7,348,162)</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
COURTS AND JUDICIARY FUNCTION

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<b><u>EXPENDITURES</u></b>			
Combined Court Related Operations	\$ 20,803,857	\$ 21,358,589	\$ 554,732
Department of Child Support Enforcement	<u>8,282,823</u>	<u>8,610,107</u>	<u>327,284</u>
TOTAL	\$ <u>29,086,680</u>	\$ <u>29,968,696</u>	\$ <u>882,016</u>
<b><u>REVENUES</u></b>			
Combined Court Related Operations	\$ 4,695,847	\$ 5,248,468	\$ 552,621
Department of Child Support Enforcement	<u>496,000</u>	<u>422,023</u>	<u>(73,977)</u>
TOTAL	\$ <u>5,191,847</u>	\$ <u>5,670,491</u>	\$ <u>478,644</u>
<b><u>STATE AND FEDERAL AIDS</u></b>			
Combined Court Related Operations	\$ 5,133,484	\$ 5,360,873	\$ 227,389
Department of Child Support Enforcement	<u>10,653,437</u>	<u>11,589,342</u>	<u>935,905</u>
TOTAL	\$ <u>15,786,921</u>	\$ <u>16,950,215</u>	\$ <u>1,163,294</u>
NET FUNDS REQUIRED	\$ <u>8,107,912</u>	\$ <u>7,347,990</u>	\$ <u>(759,922)</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
GENERAL GOVERNMENTAL FUNCTION

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<u>EXPENDITURES</u>			
Election Commission	\$ 564,883	\$ 831,081	\$ 266,198
County Treasurer	643,036	616,989	(26,047)
County Clerk	388,690	388,679	(11)
Register of Deeds	<u>1,529,212</u>	<u>1,562,476</u>	<u>33,264</u>
TOTAL	\$ <u>3,125,821</u>	\$ <u>3,399,225</u>	\$ <u>273,404</u>
<u>REVENUES</u>			
Election Commission	\$ 85,500	\$ 120,000	\$ 34,500
County Treasurer	16,510	17,250	740
County Clerk	457,697	489,697	32,000
Register of Deeds	<u>2,772,210</u>	<u>2,928,810</u>	<u>156,600</u>
TOTAL	\$ <u>3,331,917</u>	\$ <u>3,555,757</u>	\$ <u>223,840</u>
NET FUNDS REQUIRED	\$ <u>(206,096)</u>	\$ <u>(156,532)</u>	\$ <u>49,564</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
PUBLIC SAFETY FUNCTION

	1997 Adopted Budget	1998 Recommended Budget	Increase (or Decrease) Amount
	<u>          </u>	<u>          </u>	<u>          </u>
<u>EXPENDITURES</u>			
Sheriff	\$ 38,024,063	\$ 40,255,799	\$ 2,231,736
Medical Examiner	2,306,667	2,359,691	53,024
House of Correction	15,271,508	17,504,534	2,233,026
District Attorney	<u>5,980,823</u>	<u>9,234,763</u>	<u>3,253,940</u>
TOTAL	\$ <u>61,583,061</u>	\$ <u>69,354,787</u>	\$ <u>7,771,726</u>
<u>REVENUES</u>			
Sheriff	\$ 6,550,534	\$ 7,056,117	\$ 505,583
Medical Examiner	708,875	716,150	7,275
House of Correction	4,732,997	4,539,185	(193,812)
District Attorney	<u>34,575</u>	<u>39,575</u>	<u>5,000</u>
TOTAL	\$ <u>12,026,981</u>	\$ <u>12,351,027</u>	\$ <u>324,046</u>
<u>STATE AND FEDERAL AIDS</u>			
Sheriff	\$ 4,155,690	\$ 4,384,106	\$ 228,416
House of Correction	1,127,000	1,054,000	(73,000)
District Attorney	<u>3,112,997</u>	<u>6,600,174</u>	<u>3,487,177</u>
TOTAL	\$ <u>8,395,687</u>	\$ <u>12,038,280</u>	\$ <u>3,642,593</u>
NET FUNDS REQUIRED	\$ <u>41,160,393</u>	\$ <u>44,965,480</u>	\$ <u>3,805,087</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
PUBLIC WORKS FUNCTION

	1997 Adopted Budget	1998 Adopted Budget	Increase (or Decrease) Amount
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b><u>EXPENDITURES</u></b>			
Airport Division	\$ 31,684,814	\$ 30,877,171	\$ (807,643)
Professional Services Division	5,874,157	6,517,640	643,483
Highway Maintenance	9,421,830	9,562,945	141,115
Fleet Maintenance Division	6,982,812	7,195,460	212,648
Milwaukee County Transit System	61,495,297	63,113,118	1,617,821
Administration & Facilities Management	22,630,276	22,517,696	(112,580)
Paratransit Services	<u>8,800,806</u>	<u>11,314,382</u>	<u>2,513,576</u>
TOTAL	\$ <u>146,889,992</u>	\$ <u>151,098,412</u>	\$ <u>4,208,420</u>
<b><u>REVENUES</u></b>			
Airport Division	\$ 34,609,684	\$ 33,937,212	\$ (672,472)
Professional Services Division	5,766,638	7,076,232	1,309,594
Highway Maintenance	77,200	72,197	(5,003)
Fleet Maintenance Division	7,865,475	8,044,261	178,786
Milwaukee County Transit System	557,500	137,500	(420,000)
Administration & Facilities Management	9,269,470	9,366,180	96,710
Paratransit Services	<u>1,640,400</u>	<u>2,143,400</u>	<u>503,000</u>
TOTAL	\$ <u>59,786,367</u>	\$ <u>60,776,982</u>	\$ <u>990,615</u>
<b><u>STATE AND FEDERAL AIDS</u></b>			
Professional Services Division	\$ 304,392	\$ 209,600	\$ (94,792)
Highway Maintenance	10,347,865	10,417,823	69,958
Fleet Maintenance Division	34,000	34,000	0
Milwaukee County Transit System	47,320,460	50,265,394	2,944,934
Paratransit Services	<u>5,137,357</u>	<u>5,582,319</u>	<u>444,962</u>
TOTAL	\$ <u>63,144,074</u>	\$ <u>66,509,136</u>	\$ <u>3,365,062</u>
NET FUNDS REQUIRED	\$ <u>23,959,551</u>	\$ <u>23,812,294</u>	\$ <u>(147,257)</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
HEALTH AND HUMAN SERVICES FUNCTION

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<b><u>EXPENDITURES</u></b>			
DHS-Mental Health Division	\$ 98,258,807	\$ 114,761,569	\$ 16,502,762
John L. Doyne Hospital Transition Team	349,252	595,038	245,786
County Health Related Programs	48,840,601	48,544,967	(295,634)
Department on Aging	36,669,026	37,089,868	420,842
Department of Human Services	<u>252,931,090</u>	<u>198,290,561</u>	<u>(54,640,529)</u>
<b>TOTAL</b>	<b>\$ <u>437,048,776</u></b>	<b>\$ <u>399,282,003</u></b>	<b>\$ <u>(37,766,773)</u></b>
<b><u>REVENUES</u></b>			
DHS-Mental Health Division	\$ 54,193,859	\$ 51,621,570	\$ (2,572,289)
John L. Doyne Hospital Transition Team	428,058	887,916	459,858
County Health Related Programs	4,297,236	4,499,000	201,764
Department on Aging	1,138,075	1,158,989	20,914
Department of Human Services	<u>13,059,118</u>	<u>5,217,054</u>	<u>(7,842,064)</u>
<b>TOTAL</b>	<b>\$ <u>73,116,346</u></b>	<b>\$ <u>63,384,529</u></b>	<b>\$ <u>(9,731,817)</u></b>
<b><u>STATE AND FEDERAL AIDS</u></b>			
DHS-Mental Health Division	\$ 33,099,007	\$ 42,222,220	\$ 9,123,213
County Supported Health Program	16,675,600	16,390,000	(285,600)
Department on Aging	36,027,993	36,479,910	451,917
Department of Human Services	<u>214,550,019</u>	<u>171,099,860</u>	<u>(43,450,159)</u>
<b>TOTAL</b>	<b>\$ <u>300,352,619</u></b>	<b>\$ <u>266,191,990</u></b>	<b>\$ <u>(34,160,629)</u></b>
<b>NET FUNDS REQUIRED</b>	<b>\$ <u>63,579,811</u></b>	<b>\$ <u>69,705,484</u></b>	<b>\$ <u>6,125,673</u></b>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
PARKS, RECREATION AND CULTURE FUNCTION

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<b><u>EXPENDITURES</u></b>			
Parks Department	\$ 34,538,345	\$ 34,598,832	\$ 60,487
Zoological Department	12,466,417	12,924,701	458,284
Milwaukee Public Museum	3,996,060	4,300,000	303,940
University Extension Service	<u>365,885</u>	<u>385,579</u>	<u>19,694</u>
TOTAL	\$ <u>51,366,707</u>	\$ <u>52,209,112</u>	\$ <u>842,405</u>
<b><u>REVENUES</u></b>			
Parks Department	\$ 17,027,924	\$ 17,077,213	\$ 49,289
Zoological Department	12,271,525	12,070,315	(201,210)
University Extension Service	<u>170,673</u>	<u>190,391</u>	<u>19,718</u>
TOTAL	\$ <u>29,470,122</u>	\$ <u>29,337,919</u>	\$ <u>(132,203)</u>
<b><u>STATE AND FEDERAL AIDS</u></b>			
Parks Department	\$ 166,151	\$ 162,088	\$ (4,063)
TOTAL	\$ <u>166,151</u>	\$ <u>162,088</u>	\$ <u>(4,063)</u>
NET FUNDS REQUIRED	\$ <u>21,730,434</u>	\$ <u>22,709,105</u>	\$ <u>978,671</u>

COUNTY OF MILWAUKEE  
COUNTY EXECUTIVE'S 1998 BUDGET  
SUMMARY OF EXPENDITURES AND REVENUES  
DEBT REDEMPTION & INTEREST FUNCTION

	<u>1997</u> Adopted Budget	<u>1998</u> Recommended Budget	Increase (or Decrease) Amount
<b>GENERAL COUNTY DEBT SERVICE</b>			
<b><u>EXPENDITURES</u></b>			
Debt Service Principal	\$ 43,069,800	\$ 44,620,000	\$ 1,550,200
Debt Service Interest	26,394,263	25,807,011	(587,252)
Interest Allocation	<u>(8,253,814)</u>	<u>(6,651,258)</u>	<u>1,602,556</u>
<b>TOTAL</b>	<b>\$ <u>61,210,249</u></b>	<b>\$ <u>63,775,753</u></b>	<b>\$ <u>2,565,504</u></b>
<b><u>CONTRIBUTIONS</u></b>			
Reserve for County Bonds	\$ <u>7,159,000</u>	\$ <u>400,000</u>	\$ <u>(6,759,000)</u>
<b>TOTAL</b>	<b>\$ <u>7,159,000</u></b>	<b>\$ <u>400,000</u></b>	<b>\$ <u>(6,759,000)</u></b>
<b><u>REVENUES</u></b>			
Jail Assessment Surcharge	\$ 1,312,000	\$ 1,400,000	\$ 88,000
Sale of Capital Asset	0	4,400,266	4,400,266
Revenue from Bonding Agent	110,000	0	(110,000)
Revenue from Project Rents	<u>1,736,024</u>	<u>2,210,690</u>	<u>474,666</u>
<b>TOTAL</b>	<b>\$ <u>3,158,024</u></b>	<b>\$ <u>8,010,956</u></b>	<b>\$ <u>4,852,932</u></b>
<b><u>NET FUNDS REQUIRED</u></b>	<b>\$ <u>50,893,225</u></b>	<b>\$ <u>55,364,797</u></b>	<b>\$ <u>4,471,572</u></b>
<b>METRO SEWER DEBT SERVICE</b>			
<b><u>EXPENDITURES</u></b>			
Debt Service Principal	\$ 2,000,000	\$ 2,000,000	\$ 0
Debt Service Interest	<u>215,000</u>	<u>100,000</u>	<u>(115,000)</u>
<b>TOTAL</b>	<b>\$ <u>2,215,000</u></b>	<b>\$ <u>2,100,000</u></b>	<b>\$ <u>(115,000)</u></b>
<b><u>REVENUES</u></b>			
Revenue from Metro Sewer	\$ <u>2,215,000</u>	\$ <u>2,100,000</u>	\$ <u>(115,000)</u>
<b><u>NET FUNDS REQUIRED</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>

COUNTY OF MILWAUKEE  
 COUNTY EXECUTIVE'S 1998 BUDGET  
 SUMMARY OF EXPENDITURES AND REVENUES  
 CAPITAL IMPROVEMENTS FUNCTION

	<u>1997 Adopted Budget</u>	<u>1998 Recommended Budget</u>	<u>Increase (or Decrease) Amount</u>
<b><u>EXPENDITURES</u></b>			
Capital Improvements	\$ <u>76,416,860</u>	\$ <u>81,234,450</u>	\$ <u>4,817,590</u>
TOTAL	\$ <u>76,416,860</u>	\$ <u>81,234,450</u>	\$ <u>4,817,590</u>
<b><u>REVENUES</u></b>			
Capital Improvements	\$ <u>76,359,666</u>	\$ <u>79,813,390</u>	\$ <u>3,453,724</u>
TOTAL	\$ <u>76,359,666</u>	\$ <u>79,813,390</u>	\$ <u>3,453,724</u>
<b><u>NET FUNDS REQUIRED</u></b>	\$ <u>57,194</u>	\$ <u>1,421,060</u>	\$ <u>1,363,866</u>

COUNTY OF MILWAUKEE  
 COUNTY EXECUTIVE'S 1998 BUDGET  
 SUMMARY OF EXPENDITURES AND REVENUES  
 EXPENDABLE TRUST ACCOUNTS FUNCTION

	<u>1997 Adopted Budget</u>		<u>1998 Recommended Budget</u>		<u>Increase (or Decrease) Amount</u>
<b><u>EXPENDITURES</u></b>					
Office for Persons w/Disabilities Trust Funds	\$ 0	\$	4,100	\$	4,100
Park Trust Funds	3,995		0		(3,995)
Zoo Trust Funds	589,763		639,363		49,600
Museum Trust Funds	109,900		0		(109,900)
DHS-Mental Health Division Trust Funds	<u>35,100</u>		<u>35,100</u>		<u>0</u>
<b>TOTAL</b>	<b>\$ <u>738,758</u></b>	<b>\$</b>	<b><u>678,563</u></b>	<b>\$</b>	<b><u>(60,195)</u></b>
<b><u>REVENUES</u></b>					
Office for Persons w/Disabilities Trust Funds	\$ 0	\$	4,100	\$	4,100
Parks Trust Funds	3,995		0		(3,995)
Zoo Trust Funds	589,763		639,363		49,600
Museum Trust Funds	109,900		0		(109,900)
DHS-Mental Health Division Trust Funds	<u>35,100</u>		<u>35,100</u>		<u>0</u>
<b>TOTAL</b>	<b>\$ <u>738,758</u></b>	<b>\$</b>	<b><u>678,563</u></b>	<b>\$</b>	<b><u>(60,195)</u></b>
<b><u>NET FUNDS REQUIRED</u></b>	<b>\$ <u>0</u></b>	<b>\$</b>	<b><u>0</u></b>	<b>\$</b>	<b><u>0</u></b>

## MAJOR JOB CLASSIFICATION DEFINITIONS

The 1998 Recommended Budget includes a new table of information entitled Personnel Classification which breaks down departmental personnel classifications by major job class. The major job classes are: Administrative, Clerical, Paraprofessional, Professional, Protective Services, Service/Maintenance, Skilled Craft and Technical. The following are definitions of these job classes that appear throughout the budget in departmental budget write-ups.

**Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chief.:

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job-training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences).

**Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers.

**Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled

machining occupations, carpenters, composers and typesetters, power plant operators.

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts.

**Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers.

**Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers.

**Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and grounds keepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers.

# COUNTY EXECUTIVE'S 1998 BUDGET

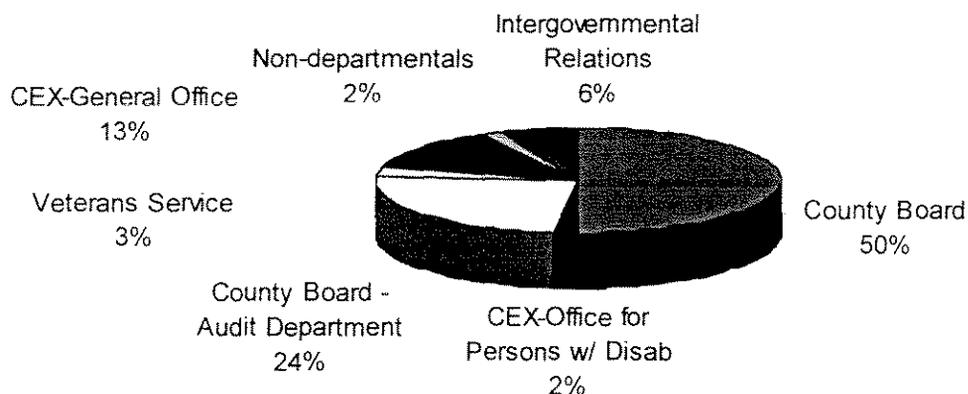
## MAJOR FUNCTION: Legislative and Executive

### DESCRIPTION

The County departments contributing to this function area are the County Board, the Election Commission, The County Treasurer, the County Clerk, the Register of Deeds, County Board - Audit, the County Executive General Office,

Office for Persons with Disabilities, Intergovernmental Relations and Veterans Service. This functional area also includes contributions to various non-departmentals.

### 1998 TAX LEVY DISTRIBUTION Within Functional Area



TAX LEVY SUMMARY				
DESCRIPTION	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
<u>DEPARTMENT</u>				
County Board	\$ 3,798,965	\$ 3,137,099	\$ 3,155,745	\$ 18,646
County Board - Audit Department	\$ 1,909,818	\$ 1,560,113	\$ 1,511,877	\$ -48,236
County Executive				
General Office	\$ 978,501	\$ 860,187	\$ 842,350	\$ -17,837
Office for Persons with Disabilities	\$ 210,480	\$ 104,744	\$ 131,350	\$ 26,606
Intergovernmental Reallions	\$ 458,845	\$ 387,923	\$ 381,730	\$ -6,193
Veterans Service	\$ 212,289	\$ 169,798	\$ 188,248	\$ 18,450
<u>NON-DEPARTMENTAL</u>				
County Board Non-Departmental	\$ 68,064	\$ 99,000	\$ 99,000	\$ 0
Sister Cities International	\$ 10,000	\$ 10,000	\$ 10,000	\$ 0
<b>TOTAL</b>	<b>\$ 7,646,962</b>	<b>\$ 6,328,864</b>	<b>\$ 6,320,300</b>	<b>\$ -8,564</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

## MAJOR FUNCTION: Legislative and Executive

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### COUNTY BOARD

The nature, composition, powers, duties and responsibilities of County Boards are delineated in Chapter 59, Wisconsin Statutes, pursuant to Article IV, Sections 22 and 23 of the State Constitution. Each county in the State is a body corporate empowered to sue and be sued; to acquire and hold, lease or rent property; to enter into leases and to make contracts. The power of the County can only be exercised by the County Board or pursuant to a resolution or ordinance adopted by it. The general powers of the Board are set down in Section 59.51 of the Wisconsin Statutes.

### DEPARTMENT OF AUDIT

Pursuant to Section 59.47 of the Wisconsin Statutes and Chapter 57 of the Milwaukee County Ordinances, the Department of Audit is responsible for post auditing the fiscal concerns of Milwaukee County. The term audit is used to describe not only work done in examining financial statements, but also work done in reviewing internal accounting and administrative controls, compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The department's audits are performed in accordance with Government Audit Standards. In addition, the department monitors contracts with vendors of goods and services for compliance with equal opportunity and affirmative action requirements. The department annually contracts for an audit of the financial statements of Milwaukee County and the Single Audit of Federal and State grants required by Federal OMB Circular A-128 and State Single Audit Guidelines. The staff also reconciles the County's checking accounts. In addition, the department maintains a Hotline to receive information from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.

### COUNTY EXECUTIVE

Pursuant to the provisions of Section 59.031 of the Wisconsin Statutes and Section 23-A of Article IV of the Wisconsin Constitution, the County Executive has the following duties and responsibilities:

Coordinate and direct all administrative and management functions of the County government; appoint department heads; appoint members of boards and commissions, subject to County Board confirmation; submit annually a recommended County budget to the County Board; communicate to the County Board the condition of the County or other matters requiring their attention; and

approve or veto all resolutions or ordinances enacted by the County Board.

Under the provisions of Section 166.03(4) of the Wisconsin Statutes, the County Executive may also act as Emergency Government Director and, as such, coordinate and direct all Emergency Government activities.

### COUNTY EXECUTIVE OFFICE FOR PERSONS WITH DISABILITIES

The Milwaukee County Commission for Handicapped and Disabled Persons was established March 21, 1978, under Chapter 73 of the General Ordinances of Milwaukee County, to "promote the independence of Milwaukee County's handicapped and disabled persons." As part of this charge, the Commission is empowered, by s.73.09, to:

"advise the County Board of Supervisors of the needs of handicapped and disabled persons within Milwaukee County and the status of existing services designed to meet those needs, and shall recommend any new programs or services required to meet such needs"

The Office for Persons with Disabilities provides the staff to assist the Commission in carrying out its mission. Services provided include but are not limited to: increasing access to Milwaukee County systems; overseeing the implementation and compliance with the Americans with Disabilities Act (ADA) (Public Law 101-336); implementing the Disabled Expanded Certification Appointment (DECA) program, a voluntary affirmative action program for hiring of qualified persons with disabilities; providing interpreter services for hearing impaired citizens; overseeing Milwaukee County's Building Accessibility Program; producing a bi-monthly Handi-NEWS & NOTES publication and a monthly ADA UPDATE publication; operation of an employer's resource center; and individual assistance designed toward mainstreaming as many of Milwaukee County's citizens with disabilities as possible into every facet of Milwaukee County's functioning.

### INTERGOVERNMENTAL RELATIONS

This division of the County Executive's office was created by County Board action of July 14, 1976 (File No. 76-514), to coordinate and develop a program for Milwaukee County which will assist in defining areas where modifications to State and Federal legislation should be developed and introduced.

# COUNTY EXECUTIVE'S 1998 BUDGET

## MAJOR FUNCTION: Legislative and Executive

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### VETERAN'S SERVICE

The Veterans Service Office operates pursuant to Section 45.43 of the Wisconsin Statutes. Its purpose is to develop and coordinate programs for Milwaukee County veterans and their dependents. The Veterans Service Office advises and informs Milwaukee County veterans concerning any problems arising from service in the armed forces of the United States, and assists veterans and their dependents or survivors in the preparation of claims or applications for Federal, State and County benefits to which they may be entitled. The Veterans Service Office works with Federal, State and accredited veterans organizations whose primary

responsibilities are the general well-being of the veterans community. The Veterans Service Office coordinates its work with other community agencies when issues related to veterans have varied implications.

The Veterans Service Commission operates under Section 45.12 of the Wisconsin Statutes and its responsibility is in the area of aid to veterans.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SISTER CITIES INTERNATIONAL

**UNIT NO.** 1910  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Sister Cities International	\$ 10,000	\$ 10,000	\$ 10,000

This appropriation is for the support of Milwaukee County's sister community relationships. Grants have been received from Sister Cities International (SCI) and this appropriation

is to continue the worthwhile relationship with SCI in anticipation of dividends for the people of sister city communities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY BOARD NON-DEPARTMENTAL PROJECTS

**UNIT NO.** 1964

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
County Board Non-Departmental Projects	\$ 68,064	\$ 99,000	\$ 99,000

This non-departmental appropriation provides the County Board with flexibility in determining priorities for necessary projects and allocating expenditures to meet greatest needs.

This account has been used for Merit Awards, County memberships and County Board publications.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY BOARD**

**UNIT NO.1000**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The nature, composition, powers, duties and responsibilities of County Boards are delineated in Chapter 59, Wisconsin Statutes, pursuant to Article IV, Sections 22 and 23 of the State Constitution. Each county in the State is a body corporate empowered to sue and be sued; to acquire and

hold, lease or rent property; to enter into leases and to make contracts. The power of the County can only be exercised by the County Board or pursuant to a resolution or ordinance adopted by it. The general powers of the Board are set down in Section 59.51 of the Wisconsin Statutes.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 2,636,691	\$ 2,821,039	\$ 2,852,930	\$ 31,891
Fringe Benefits	787,296	0	0	0
Services	191,354	219,905	173,650	-46,255
Commodities	64,101	66,476	88,296	21,820
Other Charges	903	1,500	3,000	1,500
Capital Outlay	11,140	13,800	26,400	12,600
Contractual Crosscharges	423,046	34,279	25,919	-8,360
Abatements	-287,283	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,827,248</b>	<b>\$ 3,156,999</b>	<b>\$ 3,170,195</b>	<b>\$ 13,196</b>
State & Federal Revenue	28,278	19,900	14,450	-5,450
Other Direct Revenue	5	0	0	0
<b>Property Tax Levy</b>	<b>\$ 3,798,965</b>	<b>\$ 3,137,099</b>	<b>\$ 3,155,745</b>	<b>\$ 18,646</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$921,508 to \$4,058,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$875,235 to \$4,030,980 for a tax levy change of \$-27,627.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	68.8	70.2	70.0	-0.2
Overtime Hours	882	0	0	0
Overtime Dollars	\$12	\$0	\$0	\$0

Personal services for the County Board have been reduced by \$259,894 to establish a net salary budget that is 91.07% of gross wages. For 1997, the County Board had a net salary budget that was 91.23% of gross wages.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY BOARD

UNIT NO.1000

FUND: General - 010000

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Constituent Services provides support to twenty-five supervisors in difficult constituent complaint issues involving contact with state and local authorities.

## Research and Committee Services

Research and Committee Services is under the supervision of the Research Director.

Research Services duties include specialized research analyses and studies for specific standing committees, subcommittees and other special committees of the County Board and preparation of resolutions, ordinances and fiscal notes. They are involved annually in the review, analysis and development of recommendations for the Finance Committee and the County Board on County-wide departmental operations and capital budget requests as presented in the Executive Budget.

Committee Services provides committee meeting support essential to the operation of the County Board. Their primary responsibility is to enter, in appropriate files kept for that purpose, a complete record of all committee meetings,

including attendance, appearances for and against pending matters, and to record and prepare minutes of meetings, including all motions made and by whom, how each member voted upon each matter considered, together with a final action by a committee.

## BUDGET HIGHLIGHTS

- Two of six previously vacant Administrative Intern positions are budgeted for 1998, with the \$40,218 increased cost more than offset by savings of \$49,282 from an additional vacancy in Research Services.
- Savings from ending a network lease are offset by increased new and replacement data processing equipment including a communication file server and eight replacement personal computers.
- Revenues are reduced by \$5,450 to more accurately reflect State human services reimbursement for constituent services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.47 of the Wisconsin Statutes and Chapter 57 of the Milwaukee County Ordinances, the Department of Audit is responsible for post auditing the fiscal concerns of Milwaukee County. The term audit is used to describe not only work done in examining financial statements, but also work done in reviewing internal accounting and administrative controls, compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The department's audits are performed in accordance with Government Audit Standards. In addition, the department monitors contracts with vendors of goods and services for compliance with equal opportunity and affirmative action requirements. The department annually contracts for an audit of the financial statements of Milwaukee County and the Single Audit of Federal and State grants required by Federal OMB Circular A-128 and State Single Audit Guidelines. The staff also reconciles the County's checking accounts. In addition, the department maintains a Hotline to receive information from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.

audits, reviews and focused projects and evaluates requests from law enforcement agencies and other departments. Types of audits include performance/operational, program results and compliance/ internal control reviews.

2. Monitor the status of previously issued audit reports to determine if recommendations have been implemented or alternative solutions have corrected issues cited.
3. Conduct 50 on-site agency reviews to verify compliance with Equal Employment Opportunity and Affirmative Action requirements; reconcile on a monthly basis all of the County Treasurer's bank accounts and other accounts as authorized by the Finance Committee; and operate a Hotline to receive and investigate complaints from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.
4. Develop input, output, outcome and efficiency measures to be used to evaluate various aspects of departmental performance to the extent permitted by budget constraints.
5. Research and utilize data from other local government audit departments who have begun to implement performance measurement systems.

**OBJECTIVES**

1. Perform audits, reviews and focused projects as initiated by or referred to the Finance and Audit Committee. The Department of Audit also initiates

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 1,249,744	\$ 1,309,360	\$ 1,239,838	\$ -69,522
Fringe Benefits	388,591	0	0	0
Services	257,113	246,107	259,857	13,750
Commodities	12,659	17,555	16,000	-1,555
Capital Outlay	0	0	10,000	10,000
Contractual Crosscharges	96,423	11,691	11,482	-209
Abatements	-94,645	-24,600	-25,300	-700
<b>Total Expenditures</b>	<b>\$ 1,909,885</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>
<b>Direct Revenue</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Property Tax Levy</b>	<b>\$ 1,909,818</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$390,109 to \$1,950,222. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$346,035 to \$1,857,912 for a tax levy change of \$-92,310.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	25.9	24.8	23.3	-1.5
Overtime Hours	584.4	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Department of Audit have been reduced by \$233,586 to establish a net salary budget that is 83.15% of gross wages. For 1997, the Department of Audit had a net salary budget that was 86.64% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	16.0	16.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001

**FUND:** General - 010000

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The Department will meet the following performance standards and comply with all County rules and regulations that apply to its operation.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Strive to expand audit services by becoming more efficient rather than increasing positions.	Increase the efficiency of audit operations.	The Audit Department will strive to reduce the average number of staff hours required to complete a project in 1998 by 5%, freeing resources to expand audit coverage by an additional 5%.
2.	Establish measures and benchmarks to increase departmental impact on County operations.	Increase the effectiveness of audit operations.	<p>The Audit Department will establish as a minimum goal a ratio of estimated cost savings/revenue enhancements from audit recommendations to total project costs of 2:1. (Estimated cost savings/revenue enhancements will be conservative, with all assumptions clearly documented.)</p> <p>The Audit Department will include in its annual workload, based on an assessment of risk and exposure, audit coverage of programs accounting for a minimum of 20% of the 1998 property tax levy.</p> <p>The Audit Department will strive to increase by 5% the number of recommendations implemented by management.</p>
3.	Increase the efficiency of the bank reconciliation function.	Decrease the number of unreconciled items on bank accounts under its purview.	The Audit Department will establish a goal of communicating to departments all unreconciled items on the bank accounts under its purview within 60 working days of the last bank statement and assisting the departments in resolving the outstanding items.
4.	Reduce the number of vendors not in compliance with Affirmative Action/Equal Employment Opportunity requirements.	Increase the effectiveness of the Affirmative Action/Equal Employment Opportunity compliance function.	The Audit Department will establish as a goal a reduction of 5% in the number of vendors in non-compliance with AA/EEO requirements.
5.	Increase departmental efficiency in resolving Hotline cases.	Increase the efficiency of the Audit Hotline operation.	The Audit Department will establish as a goal resolving 75% of all Hotline cases within 90 working days of receiving an allegation.

**BUDGET HIGHLIGHTS**

- Personal Services have been adjusted to reflect salary increases and employee increments. These increases have been more than offset by an additional two position vacancies.
- Professional Services increase of \$12,231 is related to a scheduled peer review during 1998, contract expertise and resources for a special audit review.
- Replacement Data Processing Equipment of \$10,000 is provided to purchase four 486 desktop computers.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF AUDIT

UNIT NO. 1001  
 FUND: General - 010000

ACTIVITY AND STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Person-Hours Available (net of paid time off)	42,061	42,377	41,086	38,599
<u>Allocation of Available Hours</u>				
Financial/Internal Control Reviews	7,300	2,291	7,300	6,800
Economy & Efficiency/Program Results Audits	14,811	13,770	14,386	13,449
EDP Projects	1,900	1,449	1,700	1,700
Special Projects/Hotline	4,000	9,835	4,000	4,000
Bank Reconciliation	2,950	3,184	2,950	2,950
Contract Compliance	1,700	1,709	1,700	1,700
Administration	7,050	8,647	7,050	6,500
Other Indirect Time	<u>2,350</u>	<u>1,492</u>	<u>2,000</u>	<u>1,500</u>
Total	42,061	42,377	41,086	38,599
<u>Contract Compliance Activities</u>				
Desk Audits of Affirmative Action Plans	300	324	300	300
Pre-Bid/On-Site Construction Reviews	220	246	230	230
Equal Employment Opportunity Certificates Processed	275	249	280	280
<u>Bank Reconciliation Section Activities</u>				
Accounts Reconciled	582	613	584	588

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.031 of the Wisconsin Statutes and Section 23-A of Article IV of the Wisconsin Constitution, the County Executive has the following duties and responsibilities:

Coordinate and direct all administrative and management functions of the County government; appoint department

heads; appoint members of boards and commissions, subject to County Board confirmation; submit annually a recommended County budget to the County Board; communicate to the County Board the condition of the County or other matters requiring their attention; and approve or veto all resolutions or ordinances enacted by the County Board.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 726,708	\$ 797,101	\$ 781,742	\$ -15,359
Fringe Benefits	183,383	0	0	0
Services	32,249	38,409	36,800	-1,609
Commodities	7,566	19,589	14,789	-4,800
Other Charges	1,757	2,000	2,000	0
Contractual Crosscharges	144,156	23,638	22,019	-1,619
Abatements	-102,481	0	0	0
<b>Total Expenditures</b>	<b>\$ 993,338</b>	<b>\$ 880,737</b>	<b>\$ 857,350</b>	<b>\$ -23,387</b>
<b>Total Direct Revenue</b>	<b>\$ 14,837</b>	<b>\$ 20,550</b>	<b>\$ 15,000</b>	<b>\$ 5,550</b>
<b>Property Tax Levy</b>	<b>\$ 978,501</b>	<b>\$ 860,187</b>	<b>\$ 842,350</b>	<b>\$ -17,837</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$264,072 to \$1,124,259. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$349,758, to \$1,192,108, for a tax levy change of \$67,849.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	16.6	13.7	13.3	-0.4
Overtime Hours	0	40	40	0
Overtime Dollars	\$0	\$480	\$480	\$0

Personal services for the County Executive - General Office have been reduced by \$38,614 to establish a net salary budget that is 95.00% of gross wages. For 1997, the County Executive - General Office had a net salary budget that was 97.97% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011  
**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION</b> (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Due to fiscal constraints and based on prior year experience, Postage is reduced \$3,000, Printing and Stationery is reduced \$2,050, and Computer Software is reduced \$4,000.
- Repair and Maintenance-Office Equipment is increased \$3,700, from \$1,000 to \$4,700, to provide for a maintenance contract for a copy machine purchased during 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

UNIT NO. 1018

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Milwaukee County Commission for Handicapped and Disabled Persons was established March 21, 1978, under Chapter 73 of the General Ordinances of Milwaukee County, to "promote the independence of Milwaukee County's handicapped and disabled persons." As part of this charge, the Commission is empowered, by s.73.09, to:

"advise the County Board of Supervisors of the needs of handicapped and disabled persons within Milwaukee County and the status of existing services designed to meet those needs, and shall recommend any new programs or services required to meet such needs"

The Office for Persons with Disabilities provides the staff to assist the Commission in carrying out its mission. Services provided include but are not limited to: increasing access to Milwaukee County systems; overseeing the implementation and compliance with the Americans with Disabilities Act (ADA) (Public Law 101-336); implementing the Disabled Expanded Certification Appointment (DECA) program, a voluntary affirmative action program for hiring of qualified persons with disabilities; providing interpreter services for hearing impaired citizens; overseeing Milwaukee County's Building Accessibility Program; producing a bi-monthly Handi-NEWS & NOTES publication and a monthly ADA UPDATE publication; operating an employer's resource center; and providing individual assistance designed toward mainstreaming as many of Milwaukee County's citizens with disabilities as possible into every facet of Milwaukee County's functioning.

## OBJECTIVES

1. To be the fixed point of Milwaukee County's effort to comply with the requirements of the Americans with Disabilities Act (ADA) (Public Law 101-336) legislation.
2. To continue to coordinate, monitor and direct Milwaukee County's handicapped compliance efforts as Milwaukee County continues to make its facilities, programs and employment accessible to disabled citizens, especially in light of the recently passed Americans with Disabilities Act legislation.
3. To continue to implement Milwaukee County's Disabled Expanded Certification Appointment (DECA) program which allows disabled persons to be certified to appointing authorities for a trial work period within Civil Service positions in lieu of examination.
4. To continue to provide a fixed point of referral and access services for sensory impaired citizens within Milwaukee County through the provision of certified interpreters.
5. To work with private sector groups to create initiatives that will expand opportunities for disabled persons (i.e., various festivals and Milwaukee's City of Festivals and Circus Parades, private sector employers from industrial, service, hospitality, and retail sectors).
6. To continue to monitor Milwaukee County's Building Accessibility Program, as well as accessibility to other buildings within the Milwaukee metropolitan area.
7. To reinstate the Worksite Accessibility Program which provides resources for reasonable accommodations to Milwaukee County department worksites. These accommodations will be provided on a case-by-case basis to disabled Civil Service employees.
8. To increase the use of volunteers in the Office for Persons with Disabilities to include retired professionals in areas of personnel, marketing, and public relations who will assist with the work of the commission.
9. To continue to seek private sector funding for the publication of Handi-NEWS & NOTES, the Telecommunication Device for Deaf Directory and other publications of the Office for Persons with Disabilities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 183,695	\$ 192,713	\$ 225,587	\$ 32,874
Fringe Benefits	54,595	0	0	0
Services	119,630	82,091	88,266	6,175
Commodities	3,235	2,900	5,800	2,900
Capital Outlay	0	5,706	0	-5,706
Other Charges	0	0	0	
Contractual Crosscharges	23,531	6,426	2,041	-4,385
Abatements	-174,206	-185,092	-190,344	-5,252
<b>Total Expenditures</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$73,863 to \$178,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$80,560, to \$211,910, for a tax levy change of \$33,303.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	4.4	4.4	5.2	0.8
Overtime Hours	661	738	738	0
Overtime Dollars	\$12,718	\$14,251	\$14,251	\$0

County Executive-Office for Persons with Disabilities personal services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the County Executive-Office for Persons with Disabilities had a net salary budget that was 100% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative (A)	1.0	1.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	2.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Ombudsman - Paratransit	Create	1,776 hours	N/A	\$ 31,699
			<b>TOTAL</b>	<b>\$ 31,699</b>

**BUDGET HIGHLIGHTS**

- Pursuant to the Voluntary Compliance Agreement between Milwaukee County and the Federal Transit Administration, one position of Ombudsman - Paratransit, effective March 8, 1998, is created at a cost of \$31,699. This position will be responsible for working with both consumers and providers to serve as an investigative forum for program improvements for the Milwaukee County Paratransit Program.
- Personal Services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary budget was 100% of gross wages.
- An appropriation of \$20,000 of COP funding is provided in the Department on Aging Budget to be administered by the Office For Persons with Disabilities. This funding is provided for a new initiative, Able to Be Used, which will collect, clean, make minor repairs and redistribute previously owned durable medical equipment for the use of people with disabilities throughout Milwaukee County.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Commission Meetings	12	12	11	11
Committee Meetings	60	N/A	N/A	N/A
Public Hearings	2	2	2	2
Public Hearing Notices	3,000	4,670	3,400	4,600
ADA Compliance - Hours	1,200	1,200	1,500	1,500
Training Sessions	5	5	10	8
Information Brochures	17,000	1,000	1,000	1,000
Technical Assistance - Hours	1,000	1,000	1,000	1,000
Handicapped Workers Placed in Competitive Employment	24-36	12	24-36	15-25
Disabled Expanded Certification Appointment Program (DECA) Outreach/Intake - Hours	700	700	700	900
Handicapped Compliance Annual Reports	70	N/A	N/A	N/A
Interpreter Service - Hours	4,900	4,551	4,900	4,900
Handi-NEWS & NOTES - Circulation	63,000	63,480	63,000	63,000
ADA UPDATE, Publication	2,600	2,385	2,200	2,200
Parking Violation Reports	20	5	40	10-25
Information and Referral	1,000	1,000	1,000	1,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES**

**UNIT NO. 1018**

**FUND: General - 010000**

**OFFICE FOR PERSONS WITH DISABILITIES**  
**EXPENDABLE TRUST (Org. 0601)**

- Created in 1983, the Milwaukee County Commission for Persons with Disabilities has maintained an expendable trust fund to benefit Milwaukee County residents with disabilities. Consistent with applicable Milwaukee County policy and procedure, the Commission initiates fiscal actions which require approval from the County Board's Committee on Health and Human Needs. The Commission works to generate revenue to the fund through various activities throughout the year.

BUDGET SUMMARY		
<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
\$ 4,100	\$ 4,100	\$ 0

Total 1998 expenditures and revenues for the Disabilities Expendable Trust Fund are \$4,100 and include the following:

Expenditures

- \$3,400 For the annual John L. Van Dyke Award event which recognizes private sector businesses as well as Milwaukee County governmental departments which have shown outstanding work in hiring, retaining and promoting persons with disabilities.
- \$500 To be used to support promotional events hosted by organizations advancing services of benefit to people with disabilities.
- \$200 To be used in support of table displays and booths at the 1998 Wisconsin Restaurant Show.

Revenue

- \$1,000 From advertisements in Handi NEWS & NOTES.
- \$3,100 From donations.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS**

**UNIT NO. 1020**

**FUND: General - 010000**

**OPERATING AUTHORITY AND PURPOSE**

This division of the County Executive's office was created by County Board action of July 14, 1976 (File No. 76-514), to coordinate and develop a program for Milwaukee County which will assist in defining areas where modifications to State and Federal legislation should be developed and introduced.

2. Coordinate the efforts of Milwaukee County to implement, in concert with other units of government, a lobbying strategy aimed at achieving the maximum possible impact. This effort shall include, but not be limited to, statewide coordination with major municipal organizations, especially Wisconsin Counties Association (WCA).

**OBJECTIVES**

1. Secure property tax relief through increased State funding and statutory change in four critical areas, thereby reducing the local property tax burden for the State court system, welfare, youth services and probation/parole.

3. Work with all County departments in the development of legislative initiatives. Provide specific information to each concerning budgetary, legislative, and regulatory matters.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 272,868	\$ 276,827	\$ 281,355	\$ 4,528
Fringe Benefits	86,723	0	0	0
Services	83,438	96,380	92,335	-4,045
Commodities	3,055	6,500	4,151	-2,349
Capital Outlay	0	3,300	0	-3,300
Contractual Crosscharges	29,924	4,916	3,889	-1,027
Abatements	-17,163	0	0	0
<b>Total Expenditures</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>
<b>Property Tax Levy</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$94,349 to \$482,272. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$103,917, to \$485,647, for a tax levy change of \$3,375.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	4.1	3.9	3.9	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the County Executive - Intergovernmental Relations have been reduced by \$71,122 to establish a net salary budget that is 78.75% of gross wages. For 1997, the County Executive - Intergovernmental Relations had a net salary budget that was 78.30% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS

**UNIT NO.** 1020

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	4.0	4.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Appropriations of \$3,300 for a laptop computer and \$1,500 for computer software provided in 1997 are not required for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Veterans Service Office operates pursuant to Section 45.43 of the Wisconsin Statutes. Its purpose is to develop and coordinate programs for Milwaukee County veterans and their dependents. The Veterans Service Office advises and informs Milwaukee County veterans concerning any problems arising from service in the armed forces of the United States, and assists veterans and their dependents or survivors in the preparation of claims or applications for Federal, State and County benefits to which they may be entitled. The Veterans Service Office works with Federal, State and accredited veterans organizations whose primary responsibilities are the general well-being of the veterans community. The Veterans Service Office coordinates its work with other community agencies when issues related to veterans have varied implications.

The Veterans Service Commission operates under Section 45.12 of the Wisconsin Statutes and its responsibility is in the area of aid to veterans.

**OBJECTIVES**

1. Provide assistance to Milwaukee County veterans and/or their dependents in obtaining benefits from the Wisconsin Department of Veterans Affairs, the U.S. Department of Veterans Affairs, and other available sources.
2. Administer the Veterans Assistance Program and provide loans and grants to veterans with emergency financial needs.
3. Working with State, Federal and private efforts, seek to address the needs of homeless veterans in Milwaukee County.
4. Increase public awareness of veterans' programs through aggressive outreach activity to assure that veterans and their dependents receive the maximum amount of benefits to which they are entitled.
5. Increase Veterans Service Office networking with other veterans groups and community resources.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 141,674	\$ 147,356	\$ 147,115	\$ -241
Fringe Benefits	43,904	0	0	0
Services	12,110	11,460	14,460	3,000
Commodities	12,503	16,414	19,082	2,668
Other Charges	60,646	0	0	0
Capital Outlays	0	0	14,100	14,100
Contractual Crosscharges	31,624	2,768	1,691	-1,077
Abatements	-22,166	0	0	0
<b>Total Expenditures</b>	<b>\$ 280,295</b>	<b>\$ 177,998</b>	<b>\$ 196,448</b>	<b>\$ 18,450</b>
State & Federal Revenue	65,646	5,000	5,000	0
Other Direct Revenue	2,360	3,200	3,200	0
<b>Total Direct Revenue</b>	<b>\$ 68,006</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 212,289</b>	<b>\$ 169,798</b>	<b>\$ 188,248</b>	<b>\$ 18,450</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$49,932 to \$219,730. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$46,460, to \$234,708, for a tax levy change of \$14,978.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

County Executive-Veterans Service personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, County Executive-Veterans Service had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- An amount of \$14,100 is included in Capital Outlay for two computers, a file server and a network concentrator (enables numerous workstations to share a file server).
- Services is increased by \$3,000, from \$11,460 to \$14,460, primarily due to an amount included for computer training.
- Commodities is increased \$2,668, from \$16,414 to \$19,082, due in large part to funding which is included for computer software

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Flag Holders Provided	265	122	150	130
Full and Part-Time Education Grants	800	837	800	850
Health Care Aid and Subsistence Grants	30	73	50	50
Economic Assistance Loans	60	40	50	60
Certificates of Eligibility	80	427	250	300
Vital Records Procured	1,140	1,131	1,000	1,000
Graves Registration	1,220	376	900	500
Wisconsin Veterans Home Admissions	20	14	10	10
Home Improvement Loans (HILP)	15	32	60	20
Retraining Grants	20	27	20	20
New Files Created	400	534	400	400
First Mortgage Home Loans	0	120	80	100



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The purpose of the Economic Development Division is to preserve and enhance the tax base of the County by undertaking programs and activities that stimulate, attract and revitalize commerce, industry and manufacturing. Its goal is to promote area-wide, regional economic development marketing and cooperation among all involved governments and private-sector groups to provide for a unified development approach for the Milwaukee area.

**OBJECTIVES**

1. Continue to pursue coordinated marketing efforts with other economic development agencies on a regional level and work toward more coordinated economic development efforts.
2. Work with the Airport, municipalities, and the private sector to maximize economic development opportunities, business investment, and job creation on and around the Airport.
3. Work with the Research Park Corporation to facilitate the development of the Research Park and related sites on the County Grounds.
4. Work with Milwaukee County municipalities and community-based economic development organizations to assist their efforts when County assistance is requested and appropriate.
5. Market and sell surplus County real estate, manage air space parking lots, tax deed foreclosure properties, and other County property.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 292,090	\$ 421,061	\$ 430,393	\$ 9,332
Fringe Benefits	92,313	0	0	0
Services	63,456	281,422	305,450	24,028
Commodities	5,764	6,900	9,550	2,650
Other Charges	291,031	261,000	296,000	35,000
Capital Outlay	5,569	5,000	0	-5,000
Contractual Crosscharges	189,918	40,870	37,437	-3,433
Abatements	-156,760	0	0	0
<b>Total Expenditures</b>	<b>\$ 783,381</b>	<b>\$ 1,016,253</b>	<b>\$ 1,078,830</b>	<b>\$ 62,577</b>
Direct Revenue	1,095,938	1,528,531	1,621,935	93,404
Indirect Revenue	3,420	0	0	0
<b>Total Revenue</b>	<b>\$ 1,099,358</b>	<b>\$ 1,528,531</b>	<b>\$ 1,621,935</b>	<b>\$ 93,404</b>
<b>Property Tax Levy</b>	<b>\$ -315,977</b>	<b>\$ -512,278</b>	<b>\$ -543,105</b>	<b>\$ -30,827</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$144,773 to \$-367,505. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$176,835, to \$-366,270, for a tax levy change of \$1,235.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	6.0	7.2	7.7	0.5
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Economic Development Division have been reduced by \$13,798 to establish a net salary budget that is 96.64% of gross wages. For 1997, the Economic Development had a net salary budget that was 95.27% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

Economic Development includes Economic Development and Real Estate:

The *Economic Development Division* develops and administers programs designed to enhance the business climate, allowing existing businesses in Milwaukee County to flourish and expand, and attracting new businesses to the community. Specific responsibilities include assisting businesses in accessing Milwaukee County resources and services, identifying and referring businesses to various sources of technical and financial assistance, working with municipalities and economic development agencies to

"package" services to companies, and promoting Milwaukee County to outside business.

The *Real Estate Section* manages, sells and acquires real estate for Milwaukee County. The Section manages and leases improved and unimproved properties, including air space parking lots for the Wisconsin Department of Transportation (WISDOT). County surplus real estate and tax deed foreclosure properties in Milwaukee County suburbs are sold by the Section.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

UNIT NO. 1106  
FUND: General - 010000

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### BUDGET HIGHLIGHTS

- An appropriation of \$200,000 is provided for the Economic Development Project Fund, the same amount as 1997.
- Projected revenue from the sale of surplus County real estate, including Research Park sales, is decreased from \$4,880,000 to \$729,217 for 1998.
- In 1997, an appropriation of \$50,000 was included in this budget to reflect the purchasing of services of Research Park staff to assist in the planning and marketing of County surplus real estate for sale. This appropriation is not included in 1998.
- An appropriation of \$35,000 is included as the County's share of the downtown Business Improvement District project.
- Parking rental is increased \$25,313 in 1998, from \$800,973 to \$826,286, to reflect higher amounts received from parking lot leases.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 63.01 to 63.03 of the Wisconsin Statutes, there shall be a civil service commission in every county containing 500,000 or more residents.

The five-member Civil Service Commission conducts hearings on the merit system and, when necessary, makes recommendations to the County Board or its committees. The Civil Service Commission budget includes the following two programs:

1. Quasi-Judicial - The Civil Service Commission acts as an adjudicating body, conducting hearings on merit system violations and appeals of actions taken by the Director of Human Resources and rendering decisions thereon.
2. Administrative - The Civil Service Commission exercises administrative control over the merit system including promulgation of rules.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 9,165	\$ 9,985	\$ 9,985	\$ 0
Fringe Benefits	23,158	18,355	18,190	-165
Services	6,873	5,000	10,000	5,000
Commodities	0	0	0	0
Contractual Crosscharges	5,268	5,215	5,172	-43
<b>Total Expenditures</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>
<b>Property Tax Levy</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$5,994 to \$44,549. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$6,029 to \$49,376 for a tax levy change of \$4,827.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Civil Service Commission have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Civil Service Commission had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**OBJECTIVES**

Ensure strict adherence to the principles of the merit system and the timely resolution of appeals of actions taken by the Director of Human Resources.

**BUDGET HIGHLIGHTS**

- The appropriation for outside legal fees is increased by \$5,000 due to experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	6	6	6	6
Hours Spent in Session	15	14	12	15
<b>A. Quasi-Judicial</b>				
Merit System Violations Filed	2	2	2	2
Employee/Applicant Appeals	50	36	40	50
<b>B. Administrative</b>				
Positions Transferred from Classified to				
Exempt	5	1	2	5
Rule Changes	5	2	2	5
Rule Waivers	20	15	20	20

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Housing & Community Development Division's purpose is to maximize available State and Federal resources for the production of affordable housing and continued enhancement of the tax base through the administration of the following programs: Community Development Block Grant Program; Home Repair Loan Programs; Rental Assistance Programs; Housing Organization Loan Fund; HOME Investment Partnership Program; and other programs as may be approved by the County Board.

**OBJECTIVES**

1. Maintain and strengthen the inter-agency relationships with other County departments, social service agencies, suburban municipalities, and the private sector for the production of affordable housing.
2. Continue to administer County, State and Federal housing programs.
3. Coordinate housing and community development programs with other County departments to reduce the dependency of families currently on assistance.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 958,464	\$ 1,033,942	\$ 1,095,608	\$ 61,666
Fringe Benefits	299,715	0	0	0
Services	34,623	48,900	50,100	1,200
Commodities	16,394	18,950	21,700	2,750
Other Charges	8,811,963	11,812,834	12,767,357	954,523
Capital Outlay	2,902,773	894,300	953,000	58,700
Contractual Crosscharges	259,222	12,950	13,187	237
Abatements	-1,401,485	-1,761,999	-1,815,645	-53,646
<b>Total Expenditures</b>	<b>\$ 11,881,669</b>	<b>\$ 12,059,877</b>	<b>\$ 13,085,307</b>	<b>\$ 1,025,430</b>
<b>Total Revenue</b>	<b>\$ 11,682,319</b>	<b>\$ 12,576,334</b>	<b>\$ 13,547,357</b>	<b>\$ 971,023</b>
<b>Property Tax Levy</b>	<b>\$ 199,350</b>	<b>\$ -516,457</b>	<b>\$ -462,050</b>	<b>\$ 54,407</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$642,957 to \$126,500. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$572,050, to \$110,000, for a tax levy change of \$-16,500.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Housing Administration	Expenditure	\$ 5,343,466	\$ 3,985,542	\$ 4,103,595	\$ 118,053
	Abatement	1,401,485	1,761,999	1,815,645	53,646
	Revenue	<u>3,797,529</u>	<u>2,740,000</u>	<u>2,750,000</u>	<u>10,000</u>
	Tax Levy	\$ 144,452	\$ -516,457	\$ -462,050	\$ 54,407
Rent Assistance	Expenditure	\$ 7,939,688	\$ 9,836,334	\$ 10,797,357	\$ 961,023
	Abatement	0	0	0	0
	Revenue	<u>7,884,790</u>	<u>9,836,334</u>	<u>10,797,357</u>	<u>961,023</u>
	Tax Levy	\$ 54,898	\$ 0	\$ 0	\$ 0

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	27.9	29.0	30.0	1.0
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Administration-Housing & Community Development personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Housing & Community Development had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	20.0	20.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>26.0</b>	<b>26.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

UNIT NO. 1111  
FUND: General - 010000

## BUDGET HIGHLIGHTS

- The HOME Investment Partnership Program includes expenditures of \$1,060,000, offset by Federal revenue of \$950,000, based on the Federal budget for this program. This represents a \$10,000 increase in Federal revenue from the 1997 Adopted Budget for this program.
- Tax levy of \$110,000 is provided as a local match for the Federal funds under the HOME Investment Partnership Program. This represents a decrease of \$16,500 over the 1997 budget due to additional match credit revenue.
- The 1998 budget continues dedicated CDBG funding of \$20,000 for the Family Self-Sufficiency Program.
- The Rent Assistance budget includes expenditures of \$10,797,357, which is an increase of \$961,023. The increase represents HUD funds for additional Shelter Plus Care tenant-based rental assistance awarded to the Mental Health Division and Housing Division to provide rental assistance to homeless seriously mentally ill individuals. The Housing and Community Development Division has been authorized by the County Board to administer these grant funds. Supportive services required by the grant will be provided by the Mental Health Division.
- An increase in Personnel of \$28,429 is due to wage and step increases. One position of Housing Program Assistant-Rent Assistance was created in February of 1997, the cost to continue this position is \$33,237.
- Increases of \$1,200 in Services and \$2,750 in Commodities is due to actual experience.
- Increase of \$924,523 in Other Charges is due to an increase of \$961,023 in the Rent Assistance Program; a decrease of \$20,000 in Federal Revenue and a decrease of \$16,500 in the local match for the HOME Investment Partnership Program.
- An increase of \$58,700 in Capital Outlay results from an increase of \$7,000 in New Data Processing Equipment and an increase of \$51,700 in Replacement Data Processing Equipment to provide the Rent Assistance staff with adequate computers to run new required software.
- Due to increased costs, the abatement to recoup HUD revenue for administrative costs is increased by \$53,646.
- Personal Services have been reduced by \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary was 100% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>COMMUNITY DEVELOPMENT BLOCK GRANT SPENDING BY MUNICIPALITY</b>				
<u>Municipality</u>	<u>1996</u>	<u>1997</u>	<u>1998 Projected</u>	<u>1997/1998 Change</u>
Bayside	\$ 26,800	\$ 0	\$ 6,500	\$ 6,500
Brown Deer	43,800	43,900	44,100	200
Cudahy	58,500	58,700	68,100	9,400
Fox Point	32,900	33,000	31,900	(1,100)
Franklin	59,800	60,900	56,700	(4,200)
Glendale	54,000	54,200	50,100	(4,100)
Greendale	48,600	48,700	47,500	(1,200)
Greenfield	82,200	81,700	77,300	(4,400)
Hales Corners	35,100	34,900	39,400	4,500
Milwaukee*	0	0	0	0
Oak Creek	59,000	60,000	57,100	(2,900)
River Hills	22,300	22,200	24,300	2,100
Saint Francis	44,200	44,300	54,800	10,500
Shorewood	51,600	51,300	55,200	3,900
South Milwaukee	60,400	60,400	67,900	7,500
Wauwatosa*	0	0	0	0
West Allis*	0	0	0	0
West Milwaukee	43,700	43,700	56,400	12,700
Whitefish Bay	46,600	46,600	43,700	(2,900)
<b>TOTAL</b>	<b>\$ 769,500</b>	<b>\$ 744,500</b>	<b>\$ 781,000</b>	<b>\$ 36,500</b>

\* The cities of Milwaukee, Wauwatosa and West Allis do not participate in the Urban County Agreement with Milwaukee County and are ineligible for CDBG funding administered by Milwaukee County.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PERSONNEL REVIEW BOARD**

**UNIT NO. 1120**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 33 of the General Ordinances, the Personnel Review Board consists of five members functioning as a quasi-judicial body to review all disciplinary charges filed by appointing authorities or other persons authorized to file charges alleging that an officer or employee in Milwaukee County classified service has acted in such a manner as to show them to be incompetent to perform their duties or to have merited discipline, demotion, or discharge pursuant to State Statute 63.10 or 63.12; to hear all appeals by non-represented County employees of

rulings made in the final step of the established County grievance procedure; to act as final arbitrator over grievances not appealed to arbitration under the Union labor contract; and to act as the "Independent Fact Finder" to determine whether violations of the Ethics Code exists in all cases referred to the Personnel Review Board by the Ethics Board pursuant to Chapter 9 Code of Ethics, C.G.O. The Board also reviews the rules, practices and procedures of the Civil Service Commission.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 95,727	\$ 100,387	\$ 101,011	\$ 624
Fringe Benefits	0	0	0	0
Services	12,267	10,125	11,444	1,319
Commodities	122	575	800	225
Personal Services Crosscharges	-1,945	-22,779	-22,934	-155
Contractual Crosscharges	13,477	2,397	1,653	-744
Abatements	-10,702	-875	-605	270
<b>Total Expenditures</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>
<b>Property Tax Levy</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$27,337 to \$117,167. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$26,088, to \$117,457, for a tax levy change of \$290.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personnel Review Board personal services have been increased \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Personnel Review Board had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** PERSONNEL REVIEW BOARD

**UNIT NO.** 1120

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Legal Fees are increased \$1,430 based on experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Discipline/Grievance Hearings Placed on Docket	170	170	160	138
Number of PRB Meetings in Hearing	35	27	29	26
Hours Met in Session	90	102	90	63

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CORPORATION COUNSEL

**UNIT NO.** 1130

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.42 of the Wisconsin Statutes, the Corporation Counsel prosecutes or defends all civil actions in which the County, or any of its boards, commissions, committees, departments or officers, is interested or a party; issues opinions; drafts County ordinances and resolutions; drafts proposed legislation; processes commitments of mentally ill persons; drafts protective placement pleadings and guardianships for "developmentally disabled and aged

infirm persons;" and acts as general counsel for the County in all civil matters in all Federal and State courts and before all Federal, State and County administrative bodies and agencies. In addition, pursuant to statutes, the Corporation Counsel represents State agencies or the Attorney General in civil matters and prosecutes various civil remedies mandated by State law.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 1,352,756	\$ 1,435,387	\$ 1,504,855	\$ 69,468
Fringe Benefits	388,429	0	0	0
Services	95,706	107,141	106,891	-250
Commodities	31,595	17,724	19,080	1,356
Other Charges	1,329	2,400	2,400	0
Capital Outlay	2,900	6,506	6,000	-506
Contractual Crosscharges	193,701	17,450	16,983	-467
Abatements	-420,058	-374,781	-386,024	-11,243
<b>Total Expenditures</b>	<b>\$ 1,646,358</b>	<b>\$ 1,211,827</b>	<b>\$ 1,270,185</b>	<b>\$ 58,358</b>
<b>Total Revenue</b>	<b>\$ 38,346</b>	<b>\$ 2,400</b>	<b>\$ 100,000</b>	<b>\$ 97,600</b>
<b>Property Tax Levy</b>	<b>\$ 1,608,012</b>	<b>\$ 1,209,427</b>	<b>\$ 1,170,185</b>	<b>\$ -39,242</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$452,778 to \$1,662,205. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$440,597, to \$1,610,782 for a tax levy change of \$-51,423.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	22.7	22.6	22.9	0.3
Overtime Hours	916.5	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Corporation Counsel personal services have been reduced by \$84,319 to establish a net salary budget that is 94.37% of gross wages. For 1997, the Corporation Counsel had a net salary budget that was 93.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CORPORATION COUNSEL

**UNIT NO.** 1130  
**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	6.0	6.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	11.0	11.0	0.0
Protective Services (D)	1.0	1.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Equipment of \$6,000 include appropriations of \$4,800 to replace two computers and \$1,200 for a fax machine.
- Revenues increase \$97,600, from \$2,400 to \$100,000, due to projected charges to the County Mutual Insurance Company for legal services.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: CORPORATION COUNSEL

UNIT NO. 1130

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
A. Legal				
Legal Opinions & Advisory Memorandums	300	300	300	300
Claims Against County & Subrogation Matters	700	700	700	600
State Actions (wage claims, weatherization claims, pesticide lawsuits)	500	500	500	500
Foreclosures	450	450	450	450
Probate & DBE Matters	250	250	250	250
Major Lease & Contract Negotiations & Review	600	600	600	500
Major Lawsuits-300 Hours or More	30	30	30	25
B. Labor Relations				
Major Contract Negotiations-300 Hours or More	6	6	6	2
Unemployment Compensation Hearings	150	150	100	100
Discrimination Complaints Including ADA	450	450	400	400
Grievance Arbitration, Appeals of Disciplinary Suspension Before Permanent Umpire or WERC	50	50	40	40
C. Mental Health				
Mental Health Commitments--Petition, Protective Placements, Temporary Guardianships	4,500	4,500	4,500	4,500
D. Workers Compensation				
Workers Compensation Claims Hearings and Review of Files	260	250	250	250
E. Personnel Review Board				
Civil Service and Personnel Review Board Hearings	250	300	250	250



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Chapters 63.01 to 63.09, 63.11, 63.13 to 63.17 of the Wisconsin Statutes, this department recruits and examines candidates for all positions in the classified service of Milwaukee County; certifies eligibles; investigates requests for changes in classification, increases in pay and changes in personnel practices and procedures; processes unemployment compensation claims; administers the coordination and implementation of the County's affirmative action plan; manages and coordinates the details of employee benefits programs, including hospital/surgical/dental care and life insurance plans; coordinates employee services programs dealing with behavioral/medical problems. The Employee Retirement Division administers and maintains the Milwaukee County Retirement System as established by Chapter 201 of the County Ordinances. It provides for the determination of benefits and payments to all eligible employees or their beneficiaries, and monitors and reconciles all transactions affecting the retirement fund.

Create a data base which tracks employees' participation in various DHR training programs. Continue to coordinate the tuition loan program. Continue efforts to revise County policies and procedures to insure compliance with the Americans with Disabilities Act, Milwaukee County Bilingual Task Force Recommendations and the Civil Rights Act of 1991. Examine compliance with County Board Resolution 89-100 calling for adherence to Affirmative Action Plans when considering ECP salary adjustments. In cooperation with the Employment and Staffing Division, develop and implement a County-wide recruitment program targeting underutilized groups identified as affirmative action goals.

## OBJECTIVES

### 1. Director's Office

Continue efforts to re-stabilize services provided to the County workforce following downsizing initiatives, fiscal constraints, and changes in State and Federal legislation. Services currently provided by DHR to departments, employees, and the public will again be reviewed in 1998 in an effort to identify and maintain required service levels given significantly fewer resources. The County's existing personnel systems and procedures will continue to be reviewed to identify and implement any necessary revisions.

### 2. Employee Benefits

The on-going cost and quality analysis of the fringe benefits available to County employees and retirees will again be given a top priority in 1998. Implementation of 13 new contracts with health, dental and life insurers and administrators, as well as new benefits-related language contained in nine labor union agreements, will also be a major objective for 1998.

### 3. Employment Relations

Continue utilization of labor market availability data for calculation of realistic, attainable hiring goals. Inform in writing all employees hired before 1990 having an adjusted seniority date as a result of the Jones Consent Order. Develop and conduct a revised enhanced training program for first-line supervisors and middle managers based on the findings of the 1997 Management Needs Assessment. Monitor County career ladder programs which have been approved by DHR for inclusion in 1998 affirmative action plans.

### 4. Employment & Staffing

Continue with the development and refinement of policies, procedures and methods used to identify and relocate employees targeted for layoff due to the discontinuance or downsizing of services and programs, abolishment of authorized positions, and other related personnel actions. Continue to develop and implement, in conjunction with DHR's Management Information Systems Unit, procedures that will allow for total automation of routine personnel transactions; create and enhance computer-based data files and reports to facilitate and support the department's various personnel transactions. Strengthen and expand outreach recruitment activities. Evaluate, modify and/or replace existing selection and classification procedures to better assist departments in maintaining effective staffing levels. Commence the classification study of non-represented clerical and administrative assistant positions. Develop and maintain a computerized file of position descriptions for all authorized positions in County service. Establish partnerships with area schools, businesses and labor organizations for the development of performance testing for technical positions. Develop, implement and modify applicant testing alternatives. Continue staff development efforts, streamlining of inter-departmental communications, and the on-going review of existing policies and procedures.

### 5. Compensation

Provide informational sessions on state and federal family leave legislation. Develop departmental user manuals on unemployment compensation procedures. Assist payroll personnel in the use of the enhanced Genesys system. Facilitate the interaction of the position control system with the budget/ financial system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

**6. Management Information Systems**

Continue to expand the use of the Unisys A7-711 (AIMS90) computer to interface retirement, position control and benefits information with applicant processing and payroll information to provide one source for DHR-wide query. Promote usage of on-line information as opposed to printed reports. Continue network personal computer upgrade process to Pentium machines and Windows 95. Continue to expand LAN communications to outside departments, including County-wide E-mail, Internet access, home dial-up capability, and on-line certification of eligibles. Research the possibility of establishing a County DHR Web Page. Provide system enhancements for the Payroll and Retirement Systems through the re-installation of a new "real time" release of GENESYS software and Gen Link.

**7. Employee Retirement**

Implement recommendations included in the independent and fiduciary audit reports. Assist with the upgrade of the GENESYS DefBen pension software to become Year 2000 compatible. Review the potential for early payout of inactive OBRA members. Administer the increased number of retirements and deferred retirements resulting from the closure or takeover of various County functions. Continue implementing GENESYS enhancements and upgrades to the Retirement System's General Ledger and Accounts Payable systems. Continue converting retirees to Electronic Funds Transfer.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,858,767	\$ 2,085,048	\$ 2,132,984	\$ 47,936
Fringe Benefits	562,040	-60,229	-60,350	-121
Services	391,312	262,174	346,230	84,056
Commodities	43,915	52,384	55,762	3,378
Other Charges	18,273	18,000	23,500	5,500
Capital Outlay	17,951	39,713	58,170	18,457
Contractual Crosscharges	700,975	129,803	119,305	-10,498
Abatements	-300,233	-5,000	-5,000	0
<b>Total Expenditures</b>	<b>\$ 3,293,000</b>	<b>\$ 2,521,893</b>	<b>\$ 2,670,601</b>	<b>\$ 148,708</b>
<b>Total Revenue</b>	<b>\$ 631,502</b>	<b>\$ 761,304</b>	<b>\$ 741,941</b>	<b>\$ -19,363</b>
<b>Property Tax Levy</b>	<b>\$ 2,661,498</b>	<b>\$ 1,760,589</b>	<b>\$ 1,928,660</b>	<b>\$ 168,071</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$877,525 to \$2,638,114. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$701,612, to \$2,630,272, for a tax levy change of \$7,842.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Director's Office	Expenditure	\$ 1,359,095	\$ 569,363	\$ 818,759	\$ 249,396
	Abatement	257,913	5,000	5,000	0
	Revenue	<u>9,053</u>	<u>600</u>	<u>8,600</u>	<u>8,000</u>
	Tax Levy	\$ 1,092,129	\$ 563,763	\$ 805,159	\$ 241,396
Employee Group	Expenditure	\$ 289,489	\$ 231,743	\$ 203,068	\$ -28,675
	Abatement	21,153	0	0	0
	Revenue	<u>11,294</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>
	Tax Levy	\$ 257,042	\$ 227,743	\$ 199,068	\$ -28,675
Compensation	Expenditure	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
Employee Relations	Expenditure	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
Employment and Staffing	Expenditure	\$ 746,429	\$ 758,300	\$ 668,118	\$ -90,182
	Abatement	0	0	0	0
	Revenue	<u>44</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 746,385	\$ 758,300	\$ 668,118	\$ -90,182
Employee Retirement System	Expenditure	\$ 635,873	\$ 558,288	\$ 548,511	\$ -9,777
	Abatement	21,167	0	0	0
	Revenue	<u>611,111</u>	<u>756,704</u>	<u>729,341</u>	<u>-27,363</u>
	Tax Levy	\$ 3,595	\$ -198,416	\$ -180,830	\$ 17,586

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	47.8	48.4	49.1	0.7
Overtime Hours	2,669.1	0	0	0
Overtime Dollars	\$20,817.83	\$0	\$0	\$0

The Department of Human Resources personal services have been reduced by \$196,413 to establish a net salary budget that is 91.01% of gross wages. For 1997, the Department of Human Resources had a net salary budget that was 89.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	8.0	8.0	0.0
Clerical (F)	9.0	9.0	0.0
Paraprofessional (E)	10.0	10.0	0.0
Professional (B)	13.0	13.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	2.0	2.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Department of Human Resources includes the following divisions:

The **Director's Office** directs human resource programs, assigns projects and coordinates the work of the operating divisions; prepares the department budget and maintains budgetary controls; presents department recommendations to the Civil Service Commission and the Personnel Committee of the County Board; serves as staff to the Personnel Committee; analyzes and reports on legislation affecting the Human Resource function in Milwaukee County; directs the implementation of the automated personnel system; provides support and assistance in labor contract negotiations; and provides analysis and implementation of new approaches to human resource administration. The Director of Human Resources serves as ex-officio member of the Pension Board, and the Deputy Director serves as ex-officio secretary of the Civil Service Commission.

**Employee Group Benefits** provides on-going analyses of all current employee benefits and new benefit options while administering the Conventional Medical and Dental Plans, Health and Dental Maintenance Organization Plans, Basic and Optional Life Insurance Plans, Short-Term Disability Medicare and the Dependent Care Voucher Reimbursement Program. In addition, this division maintains enrollment records for active and retired employee members and their

dependents; confers and corresponds with County officials, employees, retirees, the public and industry-related agencies regarding benefits programs; monitors WPS on medical and dental claim payments and CNR for utilization review services; administers special projects relating to cost-containment and employee wellness; and directs the Employee Assistance Program for personal/behavioral/medical problems affecting job performance.

**Compensation** studies requests for reallocations, changes in compensation policies and practices and calculates the fiscal impact of these actions. The unit also processes filling of vacant positions; maintains current salary and classification standardization schedules; maintains salary provisions mandated by labor contracts or County ordinances; maintains and implements provisions of the Executive Compensation Plan; prepares changes to County ordinances reflecting various personnel actions; processes and edits a variety of payroll/personnel transactions; maintains position control and payroll records; maintains employee personnel records; and processes employee unemployment compensation claims.

**Employment Relations** function is to assist in the design and implementation of Milwaukee County's Equal Employment Opportunity Program. Activities of the unit include compiling information on the status of various

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

groups in the County classified and unclassified service; reviewing class specifications to ensure accuracy and job relatedness of requirements; and evaluating County personnel procedures to insure compliance with equal opportunity guidelines. This unit also develops reports necessary to comply with State and Federal requirements and the Federal Court Order, develops and conducts affirmative action training and sexual harassment prevention programs, and assists departments in developing upward mobility training programs. This unit develops, coordinates, and directs employee in-service training programs; administers the tuition loan program; assesses County training needs and priorities; and assists other County departments with specialized training applications.

**Employment and Staffing** develops, administers and monitors employee selection processes for all positions in the Milwaukee County Classified Service. This effort includes the assessment of job specifications and minimum qualifications; the strategy and coordination of recruitment efforts; the development and administration of applicant examinations; and the certification of qualified candidates to department heads and appointing authorities. Implicit in this activity is the responsibility of administering employee selection in compliance with prevailing Milwaukee County, State, Federal and labor-negotiated parameters, any or all of which may impact related hiring procedures, e.g., transfer, layoff, promotion, demotion, reinstatement, and salary adjustment obligations. In addition, the Employment and Staffing Division is responsible for activities supporting the retention of employees within the Milwaukee County Classified Service, as well as the maintenance of appropriate records and reports.

**Employee Retirement** administers the Milwaukee County Employee Retirement System, manages the funds of the Retirement System, and maintains the general ledger and related books of the Retirement System. The unit also maintains enrollment, service and salary records for Retirement System members; calculates retirement and death benefits; processes monthly pension payroll; and prepares withdrawals for terminating members. In addition, the Employee Retirement System Director serves as Secretary of the Pension Board.

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- None.

### DIRECTOR'S OFFICE

- An appropriation of \$12,000 is included for replacement of the department's 13 year-old desk chairs which pose safety hazards because of their advanced stages of disrepair, and \$5,706 is included to replace an obsolete small copier which has greatly exceeded its life expectancy.
- Included in this budget is \$8,000 in revenue received from the County's deferred compensation administrator for office space rental.
- Prior to 1998, the Sheriff's Department performed background checks on new employees; however, since background checks are not identified in Chapter 19 of the County General Ordinances as a duty of the Sheriff's Department, a change to the ordinance is required to permit the Sheriff's Department to perform the background checks. An appropriation of \$10,000 is required to contract with the State to perform the background checks.

### EMPLOYEE BENEFITS

- None

### COMPENSATION

- None

### EMPLOYMENT RELATIONS

- An appropriation of \$50,000 for ECP, Supervisory and Managerial training is included for 1998.

### EMPLOYMENT & STAFFING

- Appropriations totaling \$49,000 are budgeted for continued technical assistance in the selection process, primarily due to the need for psychological testing required for positions assigned to the Criminal Justice Facility.

### EMPLOYEE RETIREMENT SYSTEM

- Revenues reimbursing DHR for Employee Retirement Division administrative expenses, including fringe benefits, space rental and IMSD crosscharges, are contained in the 1998 budget.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY

	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>A. Employee Group Benefits</b>				
Health, Dental, Life Premiums Collected	\$ 3,440,286	\$ 3,491,061	\$ 3,576,408	\$ 4,962,510
Employee COBRA Payments	\$ 405,521	\$ 37,058	\$ 172,900	\$ 192,188
Group Benefit Plans Administered	10	13	13	12
Health Plan Contracts	-	11,264	11,463	11,250
Dental Plan Contracts	-	6,076	6,273	6,330
HCN PPO Savings Realized	\$ 5,800,262	\$ 6,524,053	\$ 6,000,000	\$ 6,500,000
Lives Insured	11,200	10,695	10,791	10,645
Life Insurance Claims Administered	172	207	190	200
Medicare Notifications Issued	269	283	290	274
<b>B. Compensation</b>				
Payroll Corrections Processed	6,000	5,584	6,000	6,000
Payroll/Personnel Transactions Processed	20,000	15,551	20,000	16,000
Employment Verifications	6,000	8,874	9,000	9,000
Personnel File Maintenance	-	37,409	37,000	37,000
Classifications Surveyed	500	475	500	500
Timesheet Exceptions Monitored	9,000	10,032	9,000	9,000
Timesheet Exceptions Corrected	1,600	1,120	1,500	1,100
TAHC Forms Processed	900	1,314	1,200	1,400
Unemployment Compensation Forms Processed	4,500	4,245	3,500	4,000
Unemployment Compensation Payments Issued	16,000	14,513	12,000	14,000
Unemployment Compensation New Claimants	1,000	776	700	700
Data Element Update Transactions	-	68,503	64,500	65,000
<b>C. Employment Relations</b>				
ER/AA Complaints/Investigations	190	162	170	150
New Employee Orientations	30	30	28	30
Employee Training Classes	50	55	60	60
Training Class Participants	3,500	3,000	3,500	3,000
Tuition Loans	280	290	300	325

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>D. Employment/Staffing</b>				
Total Applications Received	20,000	13,793	15,000	12,000
Exams Announced	150	117	100	100
Exams Administered	350	523	400	400
Exam Analysis Review	150	117	100	75
Certification Requests Processed	1,300	1,090	700	800
Candidates Certified	17,000	16,490	14,000	13,000
New Positions Studied for Proper Classifications	350	82	150	100
Existing Positions Studied for Proper Classification	425	81	400	150
Layoff/Placements	300	89	300	300
Transfers Processed	-	236	-	700
<b>E. Retirement Division</b>				
Total Retirement System Assets (in millions) December 31	\$ 1,300.0	\$ 1,318.7	\$ 1,400.0	\$ 1,500.0
Active Members 1/1	11,296	10,890	11,250	10,170
New Enrollments	600	331	500	500
5-Year Terminations	-	142	-	150
Withdrawals	25	14	25	25
Deaths of Active Members	15	14	15	15
Retirements Granted	100	85	250	350
Active Members 12/31	11,756	10,960	11,460	10,130
Retirement Members 1/1	6,680	6,870	6,820	6,900
Benefits Granted	100	85	250	350
Benefits Terminated	150	260	150	250
Retirement Members 12/31	6,630	6,695	6,920	7,000
<b>F. Management Information Systems</b>				
System Support Days	440	330	330	330
Ad Hoc Reports	100	73	175	100
Mailing Label Requests	30	19	20	20
Examination Scoring Requests	30	54	50	50
Support/Training Requests	55	50	40	50
Systems Maintenance Requests	60	49	30	50
Application Development/Program Requests (New)	30	31	20	30



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

UNIT NO. 1150

FUND: Internal Service - 400000

## OPERATING AUTHORITY & PURPOSE

The Department of Administration is created pursuant to Section 59.52(1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. Risk Management is responsible for administering the County's risk management program. Section 59.52(11)(a) of the Wisconsin Statutes authorizes the County to provide public liability and property damage insurance, either in commercial companies or by self-insurance created by setting up an annual fund for such a purpose, or by a combination thereof, covering without exclusion because of enumeration, motor vehicles, malfeasance of professional employees, maintenance and operation of County highways, parks, parkways and airports, and other County activities involving the possibility of damage to the general public, and provide fire and casualty insurance for all County property. Section 59.52 (11)(d) of the Wisconsin Statutes authorizes the County to provide for the protection of the County and public against loss or damage resulting from the act, neglect or default of County officers, department administrators and employees, and to contract for and procure bonds or contracts of insurance to accomplish that purpose, either from commercial companies or by self-insurance created by setting up an annual fund for such purpose or by a combination thereof. Section 65.90(6) of the Wisconsin Statutes allows any county having a population of 500,000 or more to establish, maintain and levy a tax for a liability reserve fund for the purpose of

paying liability claims or premiums on insurance to pay such claims. The annual taxes levied for the purpose may not exceed the level necessary to collect the amount recommended by an actuary, in accordance with generally accepted actuarial principles.

## OBJECTIVES

1. Identify property, liability, net income and personnel losses which affect life and property safety of Milwaukee County, and identify, analyze, select and implement alternate risk financing methods most economical to Milwaukee County.
2. Maintain a central data base for property, liability, net income and personnel losses to effectively develop past loss information, in order to forecast and trend future losses to establish consistent cash flow needs and equitable internal cost allocation.
3. Reduce loss frequency and severity through a program of loss analysis, loss prevention and loss reduction.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 320,027	\$ 347,810	\$ 356,484	\$ 8,674
Fringe Benefits Crosscharges	83,728	0	0	0
Services	80,291	76,190	74,632	-1,558
Commodities	7,108	10,384	17,615	7,231
Other Charges	5,958,548	5,770,290	5,371,808	-398,482
Capital Outlay	12,625	8,100	34,000	25,900
Contractual Crosscharges	94,608	1,541	0	-1,541
Abatements	-262,650	-130,000	-130,000	0
<b>Total Expenditures</b>	<b>\$ 6,294,285</b>	<b>\$ 6,084,315</b>	<b>\$ 5,724,539</b>	<b>\$ -359,776</b>
<b>Direct Revenue</b>	<b>\$ 6,294,286</b>	<b>\$ 6,261,833</b>	<b>\$ 5,910,950</b>	<b>\$ -350,883</b>
<b>Property Tax Levy</b>	<b>\$ -1</b>	<b>\$ -177,518</b>	<b>\$ -186,411</b>	<b>\$ -8,893</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$177,518 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$186,411, to \$0, for a tax levy change of \$0.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	17.0	0.0	0.0	0.0
Overtime Dollars	\$59	\$0	\$0	\$0

The Department of Administration-Risk Management personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Risk Management had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Risk Management Section includes the following sections: Administration, Self-Insurance, Insurance Policy and Services, and Claims Management (Workers' Compensation).

The **Administration Section** supervises the professional staff, coordinates activities between departments, submits reports, reviews contracts for liability exposures, and prepares budget documents. The unit is responsible for internal service fund accounting and cost allocations to departments. County-wide loss control activities are also administered by this section.

The **Self-Insurance Section** is responsible for property, general and automobile liability claim reporting, loss analysis, claim data and financing of self-retained losses.

The **Insurance Policy and Services Section** is responsible for selection of brokers, requests for proposals, determination of deductibles, limits and coverage, researching the market, and negotiating with brokers and companies for bundled and unbundled insurance services.

The **Claims Management Section** is responsible for administering the Workers' Compensation claims of employees who sustain job-related injuries, for medical-only

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

and lost-time claims, and coordination of the return-to-work program. In addition, a data base is maintained for all claims.

**BUDGET HIGHLIGHTS**

**ADMINISTRATION**

- An appropriation of \$34,000 is included for replacement data processing equipment due to vendor/system upgrades which require the purchase of equipment.

**SELF-INSURANCE**

- An increase in property claims results in an expenditure increase of \$11,076.

**INSURANCE POLICY AND SERVICES**

- Premium decreases of \$83,347 result from decreases in property, crime, energy systems and airport liability insurance premiums.

**CLAIMS MANAGEMENT  
(WORKERS' COMPENSATION)**

- Workers' Compensation increases of \$21,912 result from statutory benefit increases of 3.2% and the analysis of recent case rulings by administrative law judges, offset by decreases of \$125,900 in the claim fund reserve, resulting in a reduction of \$103,988. An additional reduction of \$200,000 results from a review of reserve requirements for Workers Compensation claims.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Risk Financing Cost</u>				
Retained Losses (Self-Insured)	\$ 1,239,570	\$ 1,787,590	\$ 931,033	\$ 942,109
Net Insurance Premiums	\$ 1,139,814	\$ 819,194	\$ 1,501,921	\$ 1,418,574
Workers' Compensation Claims Processed	2,000	1,190	1,500	1,600
Dollar Amount of Claims Processed	\$ 2,681,948	\$ 3,088,794	\$ 3,203,988	\$ 2,900,000



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Department of Administration is created pursuant to Section 59.52 (1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. The position of Director of the Department of Administration is authorized in the Fiscal Affairs Division and is responsible for the execution of the duties and powers assigned to the department as specified in Chapter 32 of the County General Ordinances for the major divisions of Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Fiscal Affairs Division is responsible for preparing and monitoring the County's annual operating and capital budgets and for preparing the County's Official Statements relating to debt issuance. It performs the County's accounting functions, which include centralized

payroll, accounts payable, preparation of County financial statements, and determination of financial and cost accounting policies.

**OBJECTIVES**

1. Maintain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for Milwaukee County's 1997 Comprehensive Annual Financial Report.
2. Develop and implement the new Automated Budgetary and Accounting System.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,833,480	\$ 1,928,966	\$ 1,905,893	\$ -23,073
Fringe Benefits	564,146	0	0	0
Services	43,440	160,508	48,353	-112,155
Commodities	20,157	36,100	32,594	-3,506
Other Charges	1,045	1,200	1,200	0
Capital Outlay	43,093	0	0	0
Contractual Crosscharges	1,000,082	23,311	20,363	-2,948
Abatements	-187,953	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,317,490</b>	<b>\$ 2,150,085</b>	<b>\$ 2,008,403</b>	<b>\$ -141,682</b>
<b>Total Revenue</b>	<b>\$ 6,520</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>	<b>\$ 1,000</b>
<b>Property Tax Levy</b>	<b>\$ 3,310,970</b>	<b>\$ 2,145,085</b>	<b>\$ 2,002,403</b>	<b>\$ -142,682</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,099,384 to \$3,244,469. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$1,323,078, to \$3,325,481, for a tax levy change of \$81,012.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 697,286	\$ 656,136	\$ 524,224	\$ -131,912
	Abatement	39,880	0	0	0
	Revenue	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 657,341	\$ 656,136	\$ 524,224	\$ -131,912
Budget Analysis	Expenditure	\$ 955,701	\$ 481,663	\$ 491,438	\$ 9,775
	Abatement	66,129	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 889,572	\$ 481,663	\$ 491,438	\$ 9,775
Accounting	Expenditure	\$ 1,852,456	\$ 1,012,286	\$ 992,741	\$ -19,545
	Abatement	81,944	0	0	0
	Revenue	<u>6,455</u>	<u>5,000</u>	<u>6,000</u>	<u>1,000</u>
	Tax Levy	\$ 1,764,057	\$ 1,007,286	\$ 986,741	\$ -20,545

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	43.4	43.6	42.1	-1.5
Overtime Hours	1,670.2	0.0	0.0	0.0
Overtime Dollars	\$1,884.75	\$0	\$0	\$0

Department of Administration-Administration & Fiscal Affairs Division personal services have been reduced by \$179,625 to establish a net salary budget that is 90.82% of gross wages. For 1997, the Department of Administration-Administration & Fiscal Affairs Division had a net salary budget that was 93.87% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	16.0	16.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	18.0	18.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

**Administration.** The Director is responsible for coordinating the operations of the divisions comprising the Department of Administration including Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Director is also responsible for the Risk Management Section.

The **Budget Section's** primary responsibilities are budget preparation and budget control for both operations and capital. All budget requests are analyzed and recommendations submitted to the County Executive. Assistance is provided both to the County Executive in preparing and presenting the Executive budget, and to the Finance Committee in its review of the County Executive's recommended budget, including the preparation of budget amendments approved by the Finance Committee and by the County Board. During the year, all appropriation transfer requests are analyzed and a recommendation submitted to the County Executive. In cooperation with the Accounting Section, County departmental accounts are analyzed to determine potential expenditure deficits or revenue shortfalls, with department administrators required to submit a corrective plan of action. Other major duties include (a) the study of all new position requests, with reports and recommendations submitted to County Board committees; (b) fiscal studies for the County Executive and County Board committees, including fiscal impact of legislative bills; and (c) special studies for the County Executive and County Board committees.

**Central Accounting** functions include Accounting Administration, Accounting, Accounts Payable and Payroll. A brief description of the responsibilities of each area follows:

Accounting Administration is responsible for the overall management and coordination of Central Accounting activities; the development of special studies and reports and technical assistance to both Central Accounting and other County departments; and the publishing of the Comprehensive Annual Financial Report and the Single Audit Report.

Accounting is responsible for the timely and accurate preparation of County-wide monthly financial reports; publication of the Comprehensive Annual Financial Report, the State of Wisconsin Financial Report Form, and the Single Audit Report; and development of the indirect cost allocation plan. In addition, Accounting is responsible for adherence to generally accepted accounting principles; the development and maintenance of the County's general ledger system (FIRMS), the fixed-asset system, and the grant system; conducting budget performance reviews on an ongoing basis to identify potential year-end deficits so that these problems can be resolved in a timely manner; and ongoing training and technical assistance to departments.

Accounts Payable is responsible for establishment of County-wide payment procedures, coordination with the Procurement Division, encumbrance of purchases, payment of vendor invoices, development and maintenance of the accounts payable system, and technical assistance to departments. In addition, Accounts Payable monitors payments to ensure that purchasing regulations have been followed by departments and monitors unencumbered appropriation balances to ensure that the County has sufficient appropriations available for each payment.

Payroll is responsible for establishment of County-wide payroll procedures, coordination with the Department of Human Resources, preparation of payroll checks, maintenance of all earnings and deductions records, ensuring that County payroll practices meet Federal, State and contractual requirements, filing of all required Federal and State reports on a timely basis, and the development and maintenance of the payroll system.

**BUDGET HIGHLIGHTS**

- Appropriations are reduced \$100,000 due to elimination of the one-time cost for developing a strategic plan for Milwaukee County. However, in order to utilize unspent 1997 funds, estimated to be \$75,000, the following actions will be initiated: The unspent balance of the \$100,000 appropriation (approximately \$75,000) will be transferred from the Department of Administration-

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

Administration & Fiscal Affairs Division to the Department of Administration-Information Management Services Division (IMSD) during 1997 to purchase equipment included in the 1998 County Executive Recommended MSD budget, including miscellaneous radio spare parts and/or accessories for mobile or portable radios, Local Area Network (LAN) workstations, Records Center shelving, workstations and printer, upgrades for the Graphics Network and various printers. In 1998, a corresponding appropriation will be transferred from IMSD's equipment budget, assuming its approval as part of the 1998 Adopted Budget, to the Fiscal Affairs Division budget to allow continued

strategic planning activities for Milwaukee County. The use of this appropriation will be determined following the completion of a strategic simulation exercise that is now being planned for mid-November, 1997. It is anticipated that strategic planning will continue to be planned jointly by the Executive and Legislative branches of County government.

- Tax levy is reduced \$42,682 as a result of salaries and wages account decreases due to fiscal constraints.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>A. <u>Budget</u></b>				
Budgets Analyzed				
Operating	50	50	45	45
Non-Departmental	51	52	43	43
Capital	16	16	16	16
<b>B. <u>Accounting</u></b>				
Revenue Transactions	125,000	117,690	122,000	122,000
Journal Entries	490,000	438,931	475,000	475,000
Work Authorizations	9,000	6,979	8,200	7,200
<b>C. <u>Accounts Payable</u></b>				
Checks Written	103,000	98,557	100,000	100,000
Encumbrance Transactions	100,000	107,011	100,000	100,000
Payment Transactions	215,000	225,636	215,000	225,000
<b>D. <u>Payroll</u></b>				
Number of Employees' W-2s Processed	11,800	9,365	10,700	9,300
Number of Payroll Items Issued	200,000	184,000	190,000	180,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
**PROCUREMENT DIVISION**

**UNIT NO.** 1152  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administration is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Public Works. The Procurement Division is also authorized to develop standards, prepare specifications, sign and issue contracts and purchase orders, process Request for Proposals, dispose of surplus or obsolete supplies, materials, or equipment by sale or transfer between departments.

Additionally, with the assistance of the Disadvantaged Business Development Division, the Procurement Division provides M/WBE's an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

**OBJECTIVES**

1. Provide County departments, institutions, and agencies technical assistance and other support designed to satisfy procurement needs, resolve vendor performance issues, and add value to their overall operations.
2. If feasible, fully implement the Purchasing Card Program throughout Milwaukee County.
3. Implement an automated information delivery system to electronically distribute solicitation and procurement information to vendors, including notification of proposed awards to vendors by facsimile, as well as certified mail.
4. Continue to use the bid reservation authority of Chapter 32 to increase M/WBE participation in the procurement process and progress toward the 17% goal.
5. Participate as the lead agency in V.A.L.U.E. (Volume Acquisition and Large Uniform Expenditures), a non-profit organization comprised of local government entities in Southeastern Wisconsin and affiliated with the National Institute of Government Purchasing.
6. Pursue all opportunities to automate and streamline purchasing procedures.
7. Participate in implementation of the Automated Budget Accounting and Cost Utilization System (ABACUS) project.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 453,175	\$ 550,835	\$ 547,348	\$ -3,487
Fringe Benefits	144,692	0	0	0
Services	133,560	147,038	145,002	-2,036
Commodities	37,856	12,805	12,805	0
Other Charges	14	0	0	0
Capital Outlay	0	5,706	0	-5,706
Contractual Crosscharges	140,647	15,107	14,834	-273
Abatements	-307	0	0	0
<b>Total Expenditures</b>	<b>\$ 909,637</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>
<b>Total Revenue</b>	<b>\$ 477</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 909,160</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$247,205 to \$978,696. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$251,069, to \$971,058, for a tax levy change of \$-7,638.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
 PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Position Equivalent	12.9	13.1	13.0	-0.1
Overtime Hours	66	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

The Department of Administration-Procurement Division personal services have been reduced by \$24,904 to establish a net salary budget that is 95.33% of gross wages. For 1997, the Department of Administration-Procurement Division had a net salary budget that was 96.44% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	5.0	5.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
 PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Purchasing Section</u>				
Blanket Order Releases Processed	18,000	18,379	18,000	18,000
Purchase Orders Issued	5,500	5,041	5,500	5,500
Value of Purchase Orders (\$ Million)	\$ 60.0	\$ 79.8	\$ 60.0	\$ 65.0
Departmental Purchase Orders	18,000	13,800	14,000	10,000
Formal Bids Issued	100	171	150	160
Request for Proposals Issued	0	18	20	25
Informal Bids and Quotes Issued	450	421	450	450
General Awards	5,000	3,692	5,000	4,500
<u>Disadvantaged Business Enterprise - GOAL</u>				
Dollar Amount of Procurements				
Awarded to MBE/WBE Vendors	\$ 8,500,000	\$ 1,685,238	\$ 8,500,000	\$ 9,350,000



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

## OPERATING AUTHORITY & PURPOSE

The Information Management Services Division (IMSD) of the Department of Administration consists of ten functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services, Records Management Services, Technical Support Services, Operations Services, Radio Communications Services, Fiscal and Policy Compliance Services, and Administrative Support and Intern Services. Central data processing services for Milwaukee County are authorized by Section 32.64 of the Milwaukee County Ordinances. Section 37.62 authorizes Graphic Reproduction Services. Sections 32.65 and 32.66 authorizes the Records Center and Records Management Services.

## OBJECTIVES

IMSD's mission is to create and sustain business value for Milwaukee County by: 1) identifying opportunities for providing internal support within County departments, 2) providing, operating and maintaining the information, data and telecommunications infrastructure, 3) delivering systems, components and services, and 4) supporting customers and employees. IMSD's mission will be supported by resource planning and management (people, money and time) and administrative activities.

A critical component of IMSD's mission is customer support. A high standard of customer service is expected of each IMSD group. Prompt and quality responses are vital. Components of customer service are: Help Desk (including the CCAP Help Desk), vendor support (including contract management), remote support, on-site support, and disaster recovery support.

To accomplish IMSD's mission, the following objectives are established:

- 1) *Provide effective voice communications services to County departments.* The performance goal of Voice Communications Services will be measured by the following standard: 90% of requests for adds/moves/changes are completed within 14 days, 9% are completed within 21 days and the remaining 1% are contracted out and completed within 21 days.
- 2) *Attempt to reduce the number of report pages printed by at least 10% by promoting the use of online viewing.* This objective is the responsibility of Operations Services.
- 3) *Effectively coordinate vendor services and educate clients in planning for disaster recovery.* This objective is the responsibility of Operations Services.

As directed by the County Board of Supervisors in May, 1997, IMSD will develop and manage the implementation and evolution of Milwaukee County's 5-Year Information Technology Strategic plan; ensure that new projects fit into its evolution as much as possible; develop an appropriate planning and control system to link information technology firmly to the County's short-term and long-range goals; ensure that, for potential information technology projects of any size, internal development versus purchase is compared. The plan identifies six Critical Success Factors for Milwaukee County:

- Establishing a County-wide technical infrastructure by mid-1998
- Providing an accurate, reliable and consolidated Financial/Budget system by early 1999
- Reducing costs through effective use of technology
- Providing accurate, reliable and efficient service to its clients/users
- Reducing redundancy and increasing operational efficiency
- Establishing flexibility to participate in State programs, i.e., W2, KIDS, Courts, Juvenile programs

To accomplish this mission, the following objectives are established:

- 4) *Develop and effectively administer a set of standards that establishes: telecommunications standards; software applications language standards and platform (system architecture) standards; equipment specifications and platforms; system documentation procedures; a corporate data dictionary; file maintenance standards and procedures; and procedures for evaluating departmental systems to ensure that they do not conflict with County-wide needs and that any necessary interfaces are constructed. Facilitate the creation and evolution of standards for development and operations activities, and ensure that the standards are applied appropriately.*
- 5) *Plan the migration to a standard telecommunications transport technology (TCP/IP) for law enforcement's TIME system.* This plan will be the responsibility of Applications Services.
- 6) *Continue the efforts to facilitate sharing of information County-wide by consolidating and upgrading networks, and connecting them to the County's SONET fiber optic ring. It is anticipated that 20% of the technical infrastructure as recommended in the Strategic Plan will be implemented in 1998.*
- 7) *Begin implementation of the standardized information infrastructure (electronic mail, a uniform desktop*

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

- applications suite, and groupware) as recommended in the Strategic Plan. It is anticipated that 20% of the information infrastructure as recommended in the Strategic Plan will be implemented in 1998.
- 8) Complete several anticipated enhancements to the CJIS District Attorney system, Citations system and the link to CCAP.
  - 9) In Applications Services, provide responsive participation to the ABACUS Project. Staff will participate in the upgrade or rewrite of the Genesys System.
  - 10) In Applications Services, effectively manage the capital project effort to install a new Juvenile Information Management System (JIMS) to be used by the Department of Human Services and District Attorney and to be linked to CCAP.
  - 11) In Applications Services, participate in planning for a client server based version of the TIME system used by law enforcement.
  - 12) In Graphics Services, continue the efforts to educate departments and facilitate transmission of documents to its Docutech system for mass production.
  - 13) In Records Management Services, develop a remote access method to enable departments to access its master index of stored documents.
  - 14) As directed by the Civic Network Management Committee, complete the development of and administer the County's Internet presence.
- IMSD will also work to establish appropriate information technology staffing and career paths throughout the organization. To accomplish this objective, IMSD will initiate the following goals or actions:
- 15) Working with the Department of Human Resources, continue the efforts to revitalize information technology human resources County-wide.
  - 16) Provide effective formal and practical application training to its staff to improve flexibility and cross-functioning.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 2,469,930	3,791,950	\$ 4,087,107	\$ 295,157
Fringe Benefits	751,552	0	0	0
Services	4,438,387	5,223,892	5,456,882	232,990
Commodities	216,371	336,921	317,965	-18,956
Other Charges	1,047,688	1,081,154	998,066	-83,088
Capital Outlay	133,660	272,200	130,100	-142,100
Contractual Crosscharges	988,967	1,181,345	1,528,064	346,719
Abatements	-448,954	-658,535	-958,554	-300,019
<b>Total Expenditures</b>	<b>\$ 9,597,601</b>	<b>\$ 11,228,927</b>	<b>\$ 11,559,630</b>	<b>\$ 330,703</b>
Direct Revenue	\$ 951,831	\$ 755,982	\$ 633,390	\$ -122,592
Indirect Revenue	8,645,770	0	0	0
<b>Total Revenue</b>	<b>\$ 9,597,601</b>	<b>\$ 755,982</b>	<b>\$ 633,390</b>	<b>\$ -122,592</b>
<b>Property Tax Levy</b>	<b>\$ 0 #</b>	<b>\$ 10,472,945</b>	<b>\$ 10,926,240</b>	<b>\$ 453,295</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$3,632,366 to \$14,105,311. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$1,497,186, to \$12,423,426, for a tax levy change of \$1,681,885.

# Prior to 1997, IMSD expenditures were completely charged to using departments, resulting in \$0 tax levy within IMSD. The policy charging out IMSD expenditures to using departments was changed in 1997 and IMSD tax levy is now identified within the IMSD budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Information Processing Services	Expenditure	\$ 5,643,590	\$ 7,423,655	\$ 8,095,325	\$ 671,670
	Abatement	295,304	612,039	911,527	299,488
	Revenue	<u>5,347,648</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 638	\$ 6,811,616	\$ 7,183,798	\$ 372,182
Graphics Services	Expenditure	\$ 1,020,894	\$ 793,658	\$ 873,636	\$ 79,978
	Abatement	44,764	0	0	0
	Revenue	<u>977,099</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -969	\$ 793,658	\$ 873,636	\$ 79,978
Voice Communication Services	Expenditure	\$ 2,392,205	\$ 2,245,038	\$ 2,103,753	\$ -141,285
	Abatement	43,835	0	0	0
	Revenue	<u>2,348,033</u>	<u>755,982</u>	<u>633,210</u>	<u>-122,772</u>
	Tax Levy	\$ 337	\$ 1,489,056	\$ 1,470,543	\$ -18,513
Radio Communication Services	Expenditure	\$ 595,920	\$ 1,091,344	\$ 1,045,360	\$ -45,984
	Abatement	7,201	46,496	47,027	531
	Revenue	<u>588,720</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -1	\$ 1,044,848	\$ 998,333	\$ -46,515
Record Management Services	Expenditure	\$ 393,946	\$ 333,767	\$ 400,110	\$ 66,343
	Abatement	57,850	0	0	0
	Revenue	<u>336,101</u>	<u>0</u>	<u>180</u>	<u>180</u>
	Tax Levy	\$ -5	\$ 333,767	\$ 399,930	\$ 66,163

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	62.6	80.9	85.5	4.6
Overtime Hours	5,924.1	2,943.0	3,016.0	73.0
Overtime Dollars	\$111,361	\$80,497	\$84,276	\$3,779

Department of Administration-Information Management Services Division personal services have been reduced by \$357,252 to establish a net salary budget that is 91.24% of gross wages. For 1997, the Department of Administration-Information Management Services Division had a net salary budget that was 89.48% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>PERSONNEL CLASSIFICATION</b> (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	29.0	29.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1.0	1.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	23.0	26.0	3.0
<b>TOTAL</b>	<b>69.0</b>	<b>72.0</b>	<b>3.0</b>

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
System Coordinator	Create	1 position	Network Tech Ser	\$ 65,525
DP Operations Technician II	Create	2 positions	Network Tech Ser	62,422
			<b>TOTAL</b>	<b>\$ 127,947</b>

**DEPARTMENT DESCRIPTION**

The Information Management Services Division (IMSD) of the Department of Administration consists of three areas of focus: Direct Client Services, Indirect Client Services, and Support Services. The Direct Client Services group consists of five functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services and Records Management Services. Indirect Client Services consists of three functional groups: Technical Support Services, Operations Services and Radio Communications Services. Support Services consists of two functional groups: Fiscal & Policy Compliance Services and Administrative Support and Intern Services.

**Direct Client Services** consists of those groups that provide a majority of their services at the clients' sites.

**Applications Services** provides services to departments relative to development, modification and maintenance of County-wide and multi-department large-scale or complex applications systems, including: the Civil/Criminal Justice Information System (C/CJIS), the Financial Information Resource Management System (FIRMS)—and its impending replacement system, the Payroll/Personnel System and its Year 2000-compliant new release, and the new Juvenile Information Management System (JIMS). Application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits,

development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Applications and Technical Support Services** provides research, purchase assistance, implementation, management and maintenance for local departmental systems, hardware and software; administers the County's information technology standards; and provides County-wide communications, local area network, and desktop support. The group consists of two subgroups: Network Applications Services and Network Technical Support Services.

**Network Applications Services** focuses on the development, implementation, and modification of departmental or local-area-network-specific applications systems. Network application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits, development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Technical Support Services** focuses on the implementation, management and maintenance of the infrastructure supporting the applications, and provides help desk services for County departments.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

**Voice Communications Services** administers the County's voice communications system, including the County's telephones, cellular and pager programs, and the County's telephone communications environment, systems and equipment. This group assists departments in acquiring additional telephone services, coordinates the installation of departmental telephone and data cabling, and administers the telecommunication system's service contracts.

**Graphics Services** provides high volume copying service and artistic design and forms management. Graphics facilitates and manages contracts for printing services to meet County department requirements for forms, brochures, newsletters and other materials. In 1997, Graphics assumed a new service: coordinating the management of Internet content and presentation consistency for departmental home pages.

**Records Management Services** provides consultation to County departments relative to effective records management (records retention policies, procedures and operations), and administers the central County-wide Records Center which provides off-site storage of departmental records which must be retained due to legal or programmatic requirements, but do not need to be immediately available to departmental staff.

**Indirect Client Services** Divisions are classified as indirect if the majority of their services are not provided at the client site.

**Technical Support Services**, working with the Operations Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group provides short-term and long-range planning in the areas of system capacity, performance improvements, disaster recovery, system security, and software installation and maintenance. The group also ensures mainframe connectivity to other agencies' mainframes and/or data centers, e.g., the State of Wisconsin, and from the Data Center to the point of local area network connection. Lastly, the group provides implementation, management and maintenance of the County's wide area transport infrastructure (the SONET fiber ring and its connection points).

**Operations Services**, working with the Technical Support Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group focuses on day-to-day operations (daily, weekly, biweekly, monthly, quarterly and annual job production), day-to-day system performance, equipment maintenance, preservation of environmental controls (generators, heating, cooling, etc.), and physical data center security.

**Radio Communications Services** provides administration of the County's 50-plus Federal Communications frequency licenses, the County's installed radio equipment and transmission facilities, and the conventional and 800 MHZ trunked radio systems. This unit also manages the 800 MHZ Phase II Capital Project.

### Support Services

**Fiscal & Policy Compliance Services** provides overall direction, coordination and planning for effective fiscal management (capital and operating budget preparation and monitoring), and policy compliance (contract monitoring and ensuring responsiveness in reporting to elected officials and other departments as established by policy or County Board action).

**Administrative Support and Intern Services** provides overall support of the division's operating requirements, e.g., recruitment, payroll processing, purchasing management, and clerical support. Intern Services provides part-time individuals in support of the division's other functional groups.

### BUDGET HIGHLIGHTS

- The following increases are directly related to the effective provision of services and the implementation of Milwaukee County's 5-Year Strategic Plan, including the Year 2000 system compliance initiative:
  - Personal Services increases by \$295,157 and Data Processing Professional Services increases by \$138,500 due to IMSD's full-scale effort to execute corrective actions for those systems and hardware that are not Year 2000 compliant. (This effort is in addition to the Capital Project 1873 to achieve compliance in financial and payroll systems.) It is anticipated that these appropriations will permit completion of 50% of the Year 2000 compliance problems during 1998. The Year 2000 initiative will be staffed by Applications Services, Network Applications and Technical Support Services and Technical Support Services. This effort includes the modification or replacement of several key systems (Genesys, FIRMS, District Attorney, juvenile justice, Citations, POSSE, warrants processing, C/CJIS "true name" modifications, Violation of Parole (VOP) modifications, CCAP links and interfaces, TIME, and miscellaneous small systems). The remaining Year 2000 compliance effort will be completed in 1999.
  - Data Processing Education increases \$40,960 due to the need to increase IMSD's staff skills. This training will maximize the ability of in-house staff to

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

effectively complete Year 2000 compliance activities, and minimize the need for long-term third party data processing services.

- Software decreases \$23,328 due to inclusion of needed software in the ABACUS capital project.
- The Justice Information Systems Division (JISD) is restructured within IMSD. IMSD crosscharges to its internal servicing units reflects IMSD's shared use of management and support personnel that were previously only used by the Justice Information Systems Division (JISD).

• \$65,525 Create 1 System Coordinator

One position of System Coordinator is created at a cost of \$65,525 to provide network applications development support to the County Health Related Programs (CHRP). The System Coordinator will redesign the Paramedic data base and will provide support to other County departments on an "as available" basis.

• \$62,422 Transfer 2 Data Processing Operations Technician II

Two positions of Data Processing Operations Technician II are transferred from the Department of Human Services to IMSD to continue centralization of the data processing function which began in 1997 with the transfer of staff from the Courts and the Department of Public Works. Centralization of the data processing function streamlines the operation and provides for more efficient and effective utilization of available resources. Transfer of these two positions results in no net County-wide tax levy change.

- The 1998 capital improvement budget includes an appropriation of \$1,031,000 for data processing equipment to be purchased as part of the FIRMS Replacement/Year 2000 Transition project (org. 1873). As a continuation of the policy established in the 1997 budget, equipment purchases shall be subject to review and approval of the IMSD Manager. The IMSD Manager will be responsible for reviewing department equipment needs, coordinating equipment purchases, and monitoring equipment after assignment to specific County departments. To provide for 1998 depreciation costs of \$125,000 and interest costs of \$37,800 for the

approximately 400 pieces of equipment to be purchased, the IMSD budget is increased \$162,800, offset by corresponding interest and depreciation abatements in other non-departmental budgets, for a zero County-wide tax levy impact.

- Depreciation accounts decrease \$279,342 as a result of fully depreciating data center and miscellaneous networking equipment in 1997.
- Software Lease and Licenses increases \$191,124 due to uncontrollable vendor maintenance licensing fees.
- The appropriation for DP Maintenance is reduced \$100,000. Because the new CMOS enterprise server comes with a two-year warranty, the need for maintenance for the server is eliminated.
- Private Funding decreases \$109,820 due to the pending completion of Froedtert Memorial Lutheran Hospital's (FMLH) new telephone switch. Upon completion of the new switch, FMLH will no longer use Milwaukee County's telephone services. FMLH will remain on the County's phone switch through the beginning of 1998 due to delays in purchasing their own switch.
- Other Professional Services decreases \$23,700 due to the November, 1997 completion of Milwaukee County's obligation to pay commissions to Property Valuation Associates (PVA).

## GRAPHICS SERVICES

- Computer Software (\$1,000), New Data Processing Equipment (\$7,000), and Data Processing Education (\$1,500) include funding for hardware and software upgrades, as well as staff training, to ensure prompt and quality customer responsiveness, minimize reliance on third party providers for design work and typesetting, and facilitate connectivity with County departments and Graphics Services.

## RECORDS MANAGEMENT SERVICES

- Computer Software includes \$2,970 and New Data Processing Equipment includes \$14,000 to purchase replacement workstations and a printer.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>Applications Development</b>				
Systems Needing Year 2000 Compliance (117 County-Wide)	N/A	N/A	0	58
<b>Graphics</b>				
Graphics Xerox Copies	11,000,000	9,991,211	11,250,000	11,250,000
Finishing (Number of Jobs)	N/A	2,554	1,000	2,000
Typesetting/Keyline (Number of Jobs)	1,000	1,118	900	1,000
Specifications (Number of Jobs)	2,500	2,138	2,500	2,100
Forms Control	1,400	1,626	1,400	1,500
Outside Vendor (Number of Jobs)	2,500	1,626	2,500	1,650
<b>Information Processing</b>				
Pages, Laser Printed Reports	17,825,060	12,723,425	18,000,000	14,580,125
Pages, Impact Printed Reports	977,500	1,125,200	650,000	650,000
<b>Network Services</b>				
Personal Computers which need to be upgraded, per 5-Year Strategic Plan (1,572 County-wide)	N/A	N/A	0	314
Network Servers which need to be upgraded per 5-Year Strategic Plan (115 County-wide)	N/A	N/A	0	23
<b>Records Center</b>				
Boxes in Storage	46,068	41,512	59,810	60,000
<b>Telecommunications</b>				
Service Calls	1,584	1,002	1,024	1,134
Adds, Moves and Changes	7,731	7,083	7,468	7,911



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of the Milwaukee County Ordinances, this department has the general responsibility for the negotiations and administration of all collective bargaining agreements, to establish labor relations training programs for supervisory staff, and to conduct on behalf of Milwaukee County all procedures ordered by the Wisconsin Employment Relations Commission, U.S. Department of Labor, or the Wisconsin Department of Industry, Labor and Human Relations. All matters relating to labor relations introduced to the County Board are referred to the Department of Labor Relations for its recommendation.

In addition to the foregoing, this department shall, under the direction of the Personnel Committee, carry out those procedural responsibilities delegated to that committee by Chapter 80 of the Milwaukee County Ordinances, and shall annually, in conjunction with the Department of Human Resources, review the wages, hours and conditions of employment of all employees not represented for purposes of collective bargaining and submit recommendations thereon to the County Board of Supervisors each year for the following year.

**OBJECTIVES**

1. To conclude collective bargaining with Milwaukee County's labor organizations.
2. To administer the new collective bargaining agreements reached with Milwaukee County's labor organizations.
3. To train and inform the supervisors, managers and administrators of Milwaukee County in the proper procedures, methods and practices of labor relations as these practices affect the workplace.
4. To continue to assist user departments in modifying and refining personnel policies which will increase productivity and efficiency of operations.
5. To continue to meet and discuss with the various unions the impact of the proposed Welfare Reform Legislation or reductions in State and Federal funding to Milwaukee County that may result in staffing level reductions.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 275,614	\$ 286,488	\$ 285,299	\$ -1,189
Fringe Benefits	87,309	0	0	0
Services	25,933	50,716	44,808	-5,908
Commodities	4,336	2,965	4,360	1,395
Capital Outlay	4,959	0	0	0
Contractual Crosscharges	37,914	4,785	3,494	-1,291
Abatements	-25,493	0	0	0
<b>Total Expenditures</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>
<b>Property Tax Levy</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$87,444 to \$432,398. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$125,116, to \$463,077, for a tax levy change of \$30,679.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	6.9	0.0	0.0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Labor Relations personal services have been reduced by \$23,890 to establish a net salary budget that is 91.79% of gross wages. For 1997, the Department of Labor Relations had a net salary budget that was 95.13% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Labor Contracts Expiring	10	10	0	0
Labor Negotiations (including wage reopeners, fact finding, arbitration, mediation)	24	59	24	24
Hearings - Permanent Umpire	48	54	48	36
Wisconsin Employment Relations Commission and Court Cases	30	2	30	15
Labor Relations Orientation/Training Sessions	25	7	40	40
Meetings - Personnel Matters with County Officials, Department Heads, County Board Committees, Boards, Employees	320	243	320	320
Meetings - Personnel Matters with Unions, Others	340	55	340	340
Available Days for Union Grievances	75	51	75	75



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** INTEREST ON DELINQUENT PROPERTY TAXES

**UNIT NO.** 1900-1133  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 74.47 (3)(d) of Wisconsin Statutes, all interest collected by the County Treasurer on other taxes and special assessments, both prior and subsequent to the

tax sale, shall be retained by the County Treasurer for the use of the County.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Interest and Penalty on Delinquent Property Taxes	\$ 1,224,625	\$ 1,475,000	\$ 1,475,000

Based on generally accepted accounting principles (GAAP), revenue in this account includes accrued interest and penalty earned and received. This revenue fluctuates from year to year, and is dependent on the amount of delinquent tax balances turned over to the Treasurer and how quickly those balances are paid. Interest and penalty decrease when balances are paid more quickly.

Prior years' actual revenue recorded over the last ten years has been as follows:

<u>Year</u>	<u>Amount</u>
1987	\$2,231,835
1988	1,975,401
1989	1,531,653
1990	1,740,595
1991	2,002,413
1992	2,417,290
1993	1,416,635
1994	1,419,460
1995	1,171,648
1996	1,224,625

The 1998 budget recommendation is based on the projection that delinquent tax levies will remain at the same level as 1997 delinquent levies.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAX REFUNDS**

**UNIT NO. 1900-8006**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 74.30 of Wisconsin Statutes, a taxation district is required to settle in full with its taxing units for collected and uncollected personal property taxes.

Pursuant to Sections 70.511 (2)(b), 74.33 and 74.35 of the Wisconsin Statutes, a taxpayer may file a claim for refund of property taxes paid if the reviewing authority reduces the value of the property in question.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Property Tax Refunds	\$ 111,823	\$ 125,000	\$ 125,000

This budget consists of two elements: 1) the chargeback of uncollected personal property taxes and 2) refunded/rescinded property taxes.

The County is required to pay taxing jurisdictions for their share of refunded/rescinded claims no later than February 15 of the year succeeding the State's November 15th determination. Prior years' actual expenditures are:

Personal property tax chargebacks for the last five years have been as follows:

<u>Year</u>	<u>Amount</u>
1992	\$ 58,496
1993	221,048
1994	166,448
1995	101,644
1996	99,648

<u>Year</u>	<u>Amount</u>
1992	\$23,197
1993	14,270
1994	6,203
1995	7,891
1996	12,175

Based on actual property tax refunds experienced for prior years, an appropriation of \$125,000 is recommended for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COMMUNITY RELATIONS - SOCIAL DEVELOPMENT COMMISSION

**UNIT NO.** 1900-8256  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to provisions of Section 66.433 of the Wisconsin Statutes and Chapter 77 of the General Ordinances of Milwaukee County, the County Board may appropriate money to defray the cost of operation of the Community Relations - Social Development Commission. The purpose of this commission is to study, analyze, and recommend solutions for the major social, economic, and cultural

problems which affect people residing or working within the County, including without restriction because of enumeration, problems of the family, youth, education, the aging, juvenile delinquency, health and zoning standards, and discrimination in housing, employment, and public accommodations and facilities on the basis of sex, class, race, religion, sexual orientation or ethnic or minority status.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Milwaukee County Share	\$ 0	\$ 0	\$ 117,628
Milwaukee County Share (Tax Levy)	\$ 0	\$ 0	\$ 117,628

- \$117,628 is budgeted for Milwaukee County's local match share required for the Social Development Commission's \$2,783,996 operating budget. This is the amount requested of Milwaukee County by the Social Development Commission.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MISCELLANEOUS LEGAL FEES**

**UNIT NO.1900-8405**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Miscellaneous Legal Fees	\$ 191,986	\$ 75,000	\$ 50,000

The purpose of this account is to provide an appropriation for payment of attorney fees and other legal costs. This account is subject to regular auditing by the Department of Audit. This non-departmental appropriation anticipates paying legal fees related to Moss-American, the Sheriff's lawsuit regarding probation and parole holds and the Mental Health lawsuits. Within this account, provision is made for tracking the costs by lawsuit.

	<u>1996</u> <u>Actual</u>
County Stadium	\$ 92,399
Probation and Parole	39,587
Mental Health	<u>60,000</u>
	\$ 191,986

A breakdown of 1996 legal fees and miscellaneous legal costs is listed in the adjoining column.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** UNCLAIMED MONEY

**UNIT NO.** 1900-4980  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.66 of Wisconsin Statutes, the County Treasurer is to publish a notice of the fact that the Treasurer's Office possesses unclaimed money. If no legal

claim is made within the time specified in such notice, all funds and interest earned are to be turned over to the General Fund of the County treasury.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Unclaimed Money	\$ 1,024,275	\$ 0	\$ 800,000

Under current law, court-related funds become revenue in even-numbered years. Previously, non-court-related funds became County revenue in odd-numbered years; now they will also become available in even-numbered years. In 1994, State law was changed to reduce the holding period

for non-court-related funds from ten years to one year making these funds available in even-numbered years. Based on this change, unclaimed monies of \$800,000 are anticipated for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ETHICS BOARD

**UNIT NO.** 1905  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

On February 11, 1975, the County Board of Supervisors created Chapter 9 of the General Ordinances of Milwaukee County. This chapter establishes a Code of Ethics (Section 9.05) and a Board of Ethics (Section 9.07) which shall adopt guidelines and procedures necessary to carry out the provisions of the ordinance. The Board consists of six residents of Milwaukee County appointed by the County

Executive and confirmed by the County Board. The County Executive appoints, subject to confirmation by the County Board, an Executive Director who shall perform such duties as the Board assigns to him/her. The County Board shall provide such additional personnel as may be required in the administration of this Chapter.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Ethics Board	\$ 32,947	\$ 28,805	\$ 28,403

An appropriation of \$28,403 is provided to maintain the same level of service as provided in prior years.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** REVOLVING BAIL FUND PROJECT

**UNIT NO.** 1906  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Revolving Bail Fund Project	\$ 30,000	\$ 40,000	\$ 40,000

**BUDGET HIGHLIGHTS**

- The Revolving Bail Fund began in November, 1991 as an effort to reduce jail population by providing a revolving loan program for pretrial detainees unable to pay bail of \$1,000 or less.
- Funding provided in 1997 included \$25,000 for the services of a low bail fund officer and \$15,000 as the County contribution to the revolving loan pool.
- For 1998, Wisconsin Correctional Services, which administers the fund for the Benedict Center, requested a change in the distribution of the funding to the Revolving Bail Fund. WCS requested and received approval from the Benedict Center oversight committee
- to alter the distribution of funding to provide for a permanent part-time position to assist the case manager of the Revolving Bail Fund. 80% of funding, or \$32,000, will be provided for staff support. The remaining \$8,000 will be added to the existing Bail pool. This distribution will support the 1.5 staff positions and provide the checking account with enough new funding to keep it ahead of forfeitures.
- The Benedict Center shall report to the Justice System Review Coordinator to administer the grant under the direction of the Chief Judge.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>					
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Program Activities:					
Borrowers	90	137	150	150	0
Average Bail	\$526	\$417	\$420	\$420	\$0
Average Revolving Bail Fund Loan	\$268	\$225	\$250	\$250	\$0
Total Loans	\$24,116	\$30,852	\$35,000	\$35,000	\$0
Failure to Appear Rate	23%	26%	20%	20%	0%
Forfeited from Revolving Bail Fund	\$5,540	\$6,360	\$7,000	\$7,000	\$0
Bed Days Saved	2,070	2,372	2,400	2,400	0
Estimated Detention Costs Saved	\$181,125	\$207,550	\$210,000	\$210,000	\$0

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY HISTORICAL SOCIETY

UNIT NO. 1900-8266  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.56(5) of the Wisconsin Statutes, the County Board may appropriate money to any local historical society incorporated under Section 44.03 located in the County for the purpose of collecting and preserving the records and salient historical features of the County. This unit maintains the historical exhibits of the Milwaukee County Historical Society and assists with other phases of

the program. Funds provided to subsidize the operation of the Society are used to employ a director and associate staff. The Society acts as custodian for non-current County records. The County appropriates funds for use by the Society pursuant to an agreement approved by the County Board of Supervisors on December 14, 1965, and renewed on May 16, 1988.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Property Tax Levy Contribution to County Historical Society	\$ 291,118	\$ 291,118	\$ 291,118

## OVERVIEW OF OPERATION

The Historical Society's total operating budget for 1998 amounts to \$552,269, with \$261,151 to come from private, non-County funds. Sources include: membership fees (individual and corporate), bequests, gifts, grants, income from invested funds, and sales and receipts from public programs.

Following are examples of some of the Historical Society's program activities:

1. Estabrook Park Building Restoration: During 1996, the Society's Friends organization sponsored a fund-raising appeal for the restoration of the Kilbourntown House in Estabrook Park. Over \$16,000 was raised for this purpose and a matching sum from the Parks Department amenities fund provided a new roof, a new furnace and air conditioning system, replacement of the porch and major repairs to exterior wood siding.
2. Billboard Publicity: The Historical Society is one of 16 community cultural organizations to participate in a program of public billboard advertising under the theme "What's Milwaukee Made of?" Rotating every two or three months at 15 locations throughout Milwaukee County during 1997 and 1998, these promotions will help expand attendance at, and services by, the participating organizations.
3. Museum Houses: The Society continues to operate three museum houses in addition to its central facility downtown. These are: Kilbourntown House in Estabrook Park (Shorewood); Lowell Damon House (Wauwatosa); and the Jeremiah Curtin House (Greendale). All are open to the public, either year-round or on special summer schedules.

4. County Landmarks Program: Since 1976, the Society has operated, under County ordinance, a landmark recognition program for areas of Milwaukee County outside of the City of Milwaukee. Some 83 sites have been designated as landmarks, including three selected in 1996.
5. Major Fund Raising Event: The annual antique show and sale will once again be held at the Grain Exchange Room in October, 1997. This event is a major source of funding for support of Society operations.
6. Research and Reference Services: Statistics for reference services expanded significantly in 1996 and continue to increase during the first five months of 1997. In 1996, total use of all types was up 8.7% over the previous year and in-person use of the library facilities was up 11.2%. In 1997 there has been a 31.4% increase in in-person use over a similar period in 1996 and a 12.4% increase in overall usage (in-person, plus telephone and mail inquiries).
7. Internship Program: Through financial support provided by the former Auxiliary organization of the Society, an internship program has been established through Mount Mary College to have students work on museum fashion collections (preparation of exhibits, care of the collection and study purposes).
8. Increased Membership Support: The organization in 1991 of a "Friends" group for the Society has significantly increased membership and programs. During 1996, the Friends sponsored six public programs. Financial support generated by the Friends' activities (and from the Old World Third Street Association through "Riversplash" events) help support Society programs and activities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HISTORICAL SOCIETY**

**UNIT NO. 1900-8266**  
**FUND: General - 010000**

9. Changing Exhibit Program: In 1996, fifteen short-term changing exhibits were developed for the museum program. These focus on topical or seasonal subjects of historic significance, or other matters of local significance.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1994</u> <u>Actual</u>	<u>1995</u> <u>Actual</u>	<u>1996</u> <u>Actual</u>	<u>5 Months</u> <u>1997</u>
Meetings/Public Programs	18	19	13	6
Organizational Members	1,229	1,175	1,115	1,113
Research Requests:	4,356	4,317	4,695	2,317
Library - In Person	2,049	2,020	2,248	1,234
Telephone	1,628	1,613	1,912	829
Mail	679	684	535	254
Public Attendance	66,250	67,100	68,650	34,600
Guided Tours:				
Historical Center	155	142	161	42
Period Homes	212	198	75	33
Accessions:				
Library	129	133	131	56
Museum	191	128	151	286
Pages of Publication	275	275	38	20
Staff Program Presentations		35	41	25
Slide Shows	18	6	8	8

The County Historical Society spends the County's contribution as follows:

	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Personal Services	\$ 223,034	\$ 222,687	\$ 222,687
Space and Utilities	65,156	65,503	65,503
Office and Administrative Supplies	<u>2,928</u>	<u>2,928</u>	<u>2,928</u>
Total Expenditures	\$ 291,118	\$ 291,118	\$ 291,118

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SISTER CITIES INTERNATIONAL

**UNIT NO.** 1910  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Sister Cities International	\$ 10,000	\$ 10,000	\$ 10,000

This appropriation is for the support of Milwaukee County's sister community relationships. Grants have been received from Sister Cities International (SCI) and this appropriation

is to continue the worthwhile relationship with SCI in anticipation of dividends for the people of sister city communities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** GREATER MILWAUKEE CONVENTION & VISITORS BUREAU

**UNIT NO.** 1900-8255

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.56(10) of the Wisconsin Statutes, the County Board may appropriate funds to advertise the advantages, attractions and resources

of the County and to conserve, develop and improve the same. Any county may cooperate with any private agency or group in this work.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Greater Milwaukee Convention & Visitors Bureau	\$25,000	\$25,000	\$50,000

This appropriation represents Milwaukee County's support of the Greater Milwaukee Convention and Visitors Bureau, Inc. The major function of the bureau is the promotion of the County as a major tourist and convention community.

Greater Milwaukee Convention and Visitors Bureau services include:

- Listing of all County facilities, events and attractions in 250,000 Official Visitor Guides, 10,000 Meeting Planners Guides and 5,000 Group Tour Manuals.
- A listing of all County sponsored events in the bi-monthly Calendar of Events -- 300,000 produced and distributed annually.
- Participating in all Bureau sponsored events, i.e., membership exchanges, education seminars, National Tourism Week events, Visitor Choice Awards Program.
- Travel writer support and sponsored programs.
- Two full-time representatives in Washington, D.C. and a full-time representative in Chicago, Illinois, actively selling Milwaukee County and its facilities to association executives.
- The development of targeted direct mail programs to reach and sell these markets to Milwaukee County.
- Production and placement of press releases, feature articles and stories in local, regional and national media to increase exposure of, and interest in, Milwaukee County.

- Operation of three Visitor Information Centers providing the traveling public information on Milwaukee County.

For 1998, an increase of \$25,000 is budgeted for the Tourism Employment Connection program (TEC). With the new and planned developments in the hospitality industry, such as the new Museum Center, the Milwaukee Art Museum addition, RiverWalk, Miller Park and the Midwest Express Center, it is projected that more than 5,000 new jobs will be created by these and other related developments over the next five years. Because the tourism industry is a field that has low barriers to gaining employment and because there is an increasing demand for entry-level workers, the GMCVB is establishing the Tourism Employment Connection program. The GMCVB will marshal it's contacts, resources, and industry knowledge in collaboration with community groups and agencies to move at-risk adults to full employment participation in our community. This program is an outgrowth of the GMCVB's work during the past year with the MPS School-to-Work initiative which has exposed high school students to potential career tracks and skills required for entry-level jobs in the tourism industry. The goals of the TEC are to build interest in careers within the tourism industry, facilitate the transfer of basic industry skills and connect job seekers with open positions. The overall program cost is \$125,000. The \$25,000 increase from the County will be directly applied to these costs. The remaining \$100,000 will be underwritten by the Bader Foundation, Spirit of Milwaukee and GMCVB.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL AIR PATROL

**UNIT NO.** 1913

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.07(87) of the Wisconsin Statutes, the County Board may appropriate funds or donate property and equipment to Civil Air Patrol

units in the County for the purpose of enabling such Civil Air Patrol units to perform their assigned missions and duties as prescribed by U.S. Air Force regulations.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Civil Air Patrol	\$ 4,594	\$ 6,800	\$ 6,800

**EXPENDITURES:** The Civil Air Patrol has been utilizing a County owned hanger on lease to Youth & Aviation, Inc., at 9393 West Appleton Avenue, Timmerman Field and the second floor of the Tower Building at Timmerman Field and

the County has been providing appropriations for the utility costs (heat, light, insurance and telephone) of these facilities. The County will continue to provide office and hanger space at Timmerman Field.

<u>REVENUES:</u>	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Milwaukee County	6,800	6,800	6,800	6,800
Airport Division (Org. 5040)	2,000	2,000	2,000	2,000
Youth & Aviation, Inc.	1,000	1,000	2,000	2,000
Johnson Wax Foundation	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>TOTAL</b>	<b>11,800</b>	<b>11,800</b>	<b>12,800</b>	<b>12,800</b>

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	365	365	365	365
Number of Organizational Members	775	775	780	780

Civil Air Patrol mission activities include:

1. A national program of aerospace education for adults and youths.
2. Participation in disaster emergency services, nationally and locally.
3. Cooperation with, and support of, Civil Defense and American Red Cross disaster and relief programs.
4. Participation in all search and rescue missions authorized by the U.S. Air Force and Coast Guard.
5. Flying shore patrol for the boating public as authorized by the U.S. Coast Guard.
6. Assist the U.S. Customs Service and DEA by patrolling in aircraft to detect illegal drug activity and marijuana fields and reporting such activity to the U.S. Customs Service.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**  
**FUND: General 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the War Memorial Center. The Milwaukee County War Memorial Center is situated at the south end of Lincoln Memorial Drive, overlooking Lake Michigan, and is directly adjacent to County park land. The facility is home to the Milwaukee Art Museum which boasts major cultural exhibits,

including the Peg Bradley Collection. In addition, cultural agencies and major service groups such as the Florentine Opera, Rotary Club, Kiwanis, and national and State headquarters of veterans' organizations, and the War Memorial Center itself, maintain their administrative offices in the Center. To maximize utilization of the facility, it is available for general use by the public, use by veterans' groups, arts groups, and civic groups. "Honoring the Dead by Serving the Living" is the motto of the Corporation.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Expenditures</u></b>			
<b><u>War Memorial Center</u></b>			
Personal Services	\$ 486,142	\$ 512,199	\$ 512,199
Professional Fees	72,916	71,900	67,400
Advertising and Promotion	4,936	5,657	5,657
Meetings, Travel and Auto Allowance	1,296	1,300	1,325
Space and Utilities	668,475	552,863	596,415
Office and Administrative Supplies	20,977	12,500	12,500
Major Maintenance	10,982	0	0
Subtotal War Memorial Center	\$ 1,265,724	\$ 1,156,419	\$ 1,195,496
<b><u>Milwaukee Art Museum</u></b>			
Program Development	\$ 83,700	\$ 83,700	\$ 83,700
Fine Arts Insurance	52,500	52,500	52,500
Security	415,518	427,029	427,029
Custodial	64,096	64,096	64,096
Subtotal Milwaukee Art Museum	\$ 615,814	\$ 627,325	\$ 627,325
<b>Total Expenditures</b>	<b>\$ 1,881,538</b>	<b>\$ 1,783,744</b>	<b>\$ 1,822,821</b>
<b><u>Revenues</u></b>			
Office, Hall, Grounds and Room Rent	\$ 154,616	\$ 146,344	\$ 136,823
Equipment Rental and Miscellaneous Revenue	62,109	58,700	55,356
Parking Revenue	256,269	261,700	123,925
Commissions, Food, Liquor and Other	8,544	6,000	5,520
<b>Total Revenues</b>	<b>\$ 481,538</b>	<b>\$ 472,744</b>	<b>\$ 321,624</b>
<b>Property Tax Levy</b>	<b>\$ 1,400,000</b>	<b>\$ 1,311,000</b>	<b>\$ 1,501,197</b>

**BUDGET HIGHLIGHTS**

- Expenditures increase \$39,077, due primarily to the following reasons:
  1. In 1997, expenditures were reduced for gas usage based on a study which projected savings due to installation of new boilers and lower gas rates. The lower gas rates were not put into effect until March,

1997, and projected efficiencies of the new boilers have not been fully realized. An increase of \$34,552 is projected for 1998.

2. Prior to January 1, 1997, the WMC was charged a flat annual rate of \$4,000 for water and sewer usage. The Parks Department charge is now

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**

**FUND: General 010000**

calculated on actual usage and is estimated to be \$13,000 in 1998.

- The construction of the Calatrava Addition to the Milwaukee Art Museum has the following revenue impact on the War Memorial Center:

Parking Revenue	\$(137,775)
Rental	(10,649)
China Rental/Caterer Fees	(3,344)
<u>Liquor/Commission</u>	<u>(480)</u>
Total Revenue Reduction	\$(152,248)

- The County Board of Supervisors adopted Resolution File No. 95-689 on March 21, 1996, that approved a memorandum of understanding between the County and War Memorial Center, Inc. (WMC) on behalf of the Milwaukee Art Museum (MAM) which provides for a fixed level of operating support of \$627,325 for security, custodial services, fine arts insurance and educational programming support for the years 1996 through 2002. This guaranteed funding of \$627,325 is provided to the WMC on behalf of the MAM to assist the MAM in raising private support for facility expansion and additional endowment funds to support expanded programming.

**ACTIVITY & STATISTICAL SUMMARY**

	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Attendance</u>				
Memorial Hall	42,000	33,264	43,000	30,603
4th Floor Meeting Rooms	16,000	10,252	17,000	9,432
Fitch Plaza	11,000	6,315	11,000	5,810
Veterans Memorial Gallery	900	480	900	480
Milwaukee Art Museum	200,000	183,831	200,000	200,000
<u>Special Events</u>				
Lakefront Festival of Arts	50,000	50,000	50,000	50,000
Fireworks July 3	450,000	450,000	450,000	450,000
Circus Parade	150,000	150,000	150,000	150,000
Other - North Grounds	<u>1,000</u>	<u>440</u>	<u>1,000</u>	<u>1,000</u>
	920,900	884,582	922,900	897,325
<u>Number of Events</u>				
Memorial Hall	250	239	275	220
Catered Dinners	150	171	175	157
Meetings - 4th Floor Rooms	1,100	823	1,200	757
Art Classes - 4th Floor Rooms	850	792	850	800
Fitch Plaza	25	15	25	13
Veterans Memorial Gallery	12	7	12	10
Runs	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>
	2,390	2,049	2,540	1,959

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: VILLA TERRACE

UNIT NO. 1915  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., operates Villa Terrace, a museum of the decorative arts located at 2220 North Terrace Avenue. The gracious, Italian Renaissance-style home is richly decorated with antiques and retains almost all of its original fixtures dating back to the 1920s.

The rear terrace area which overlooks the lake extends down a bank to a large, formal garden area fronting on Lincoln Memorial Drive. The facility is available to the general public to enjoy through tours and private rentals. Admission is charged during public visiting hours. When not open to the public, the facility is available for rental per policies established by the Board of Directors.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>Expenditures</b>			
Personal Services	\$ 92,008	\$ 97,672	\$ 101,072
Professional Fees	11,279	11,879	12,879
Advertising and Promotion	2,329	2,500	4,500
Space and Utilities	39,496	36,102	36,102
Office and Administrative Supplies	1,793	2,740	4,740
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 146,905</b>	<b>\$ 150,893</b>	<b>\$ 159,293</b>
<b>Revenues</b>			
Admissions	\$ 11,115	\$ 12,000	\$ 16,100
Rentals	30,897	34,000	38,300
<b>Total Revenues</b>	<b>\$ 42,012</b>	<b>\$ 46,000</b>	<b>\$ 54,400</b>
<b>Property Tax Levy</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>

## BUDGET HIGHLIGHTS

- Expenditures increase \$8,400 due to a more aggressive marketing program and additional funding for custodial and security services based on projected increases in rentals and museum sponsored programs.
- The operations of the Villa Terrace and Charles Allis Art Museum were combined in 1996. This restructuring allows for collaborative programming and marketing of both museums. Based on this effort, revenues increase \$8,400.

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>Attendance</b>				
Museum Visitors (Museum open 5 afternoons)	3,600	3,373	3,600	4,500
Meetings, Dinners, Receptions, Concert Rentals	6,000	6,234	6,000	5,500
Wedding Ceremony Rentals	5,500	5,487	5,500	5,500
Tours Conducted by Volunteers	600	565	600	800
Concerts/Student Recital*				1,200
Special Events including Theatre Performances*				900
Photography Sessions (Commercial and Weddings)*				400
<b>Total Attendance:</b>	<b>15,700</b>	<b>15,659</b>	<b>15,700</b>	<b>18,800</b>

\*New Categories for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MARCUS CENTER FOR THE PERFORMING ARTS

**UNIT NO.** 1916  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the Milwaukee County Ben and Ceil Marcus Center for the Performing Arts (MCPA) formerly known within the community as the Performing Arts Center. The center was built with private money in 1969 and deeded to Milwaukee County as a public trust for the preservation and enrichment of the performing arts, including drama, music and dance.

The facility is home to the Milwaukee Symphony, Milwaukee Ballet, Florentine Opera, Milwaukee Youth Symphony, First Stage Milwaukee, and other performing arts groups. The MCPA is located at 929 North Water Street. In addition to the MCPA providing a first class facility for concerts, the Center supports a number of community concerts and activities year-round, including ethnic and cultural festivals including Martin Luther King Day celebration, and offers the twelve week Rainbow Summer Festival.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 4,054,216	\$ 3,650,645	\$ 4,018,364
Revenues	2,554,216	2,150,645	2,518,364
Property Tax Levy	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000

**BUDGET HIGHLIGHTS**

- The County Board of Supervisors adopted a resolution [File No. 93-283 (a)(a)] on May 20, 1993 that approved a memorandum of understanding between the County and the Marcus Center for the Performing Arts (MCPA) which provides for a fixed level of operating support of \$1.5 million for the years 1994 through 1998.
- The MCPA will continue to provide quarterly reports and an annual budget request in accordance with past practice.

<b>ACTIVITY AND STATISTICAL SUMMARY</b>						
	1996 Actual		1997 Estimate		1998 Projected	
	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>
Performances/						
Public Events	770	646,118	733	604,260	775	697,500
Private Events	1,478	115,313	1,209	75,715	1,600	102,000
Sub-Total	2,248	761,431	1,942	679,975	2,375	799,500
Rehearsals, Estimate	<u>580</u>	<u>64,344</u>	<u>433</u>	<u>36,775</u>	<u>590</u>	<u>34,000</u>
Totals	2,828	825,775	2,375	716,750	2,965	833,500

**1998 BUDGET REQUEST**

**DEPT: MILWAUKEE COUNTY AUTOMATED LAND INFORMATION SYSTEM**

**UNIT NO. 1923**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 15.105(16), 16.971, 20.505(4)(im) and 59.72 of the Wisconsin Statutes and County Board Resolution File 90-707(a), approved on November 8, 1990, the Milwaukee County Automated Land Information System may design, develop and implement a land information system integrating property and ownership records with U.S. Public Land Survey referenced parcel-identified boundary information; prepare boundary-referenced parcel property maps suitable for producing accurate land title or survey boundary line information; and prepare maps of documented accuracy suitable for local planning. Pursuant to Section 59.43, funding for a land information office, modernization of land records and the State of Wisconsin Land Information

Program and Board is collected via a six-dollar surcharge on the County's existing four dollar Recording Fee. The additional six-dollar surcharge is split, with four dollars designated for the Milwaukee County Automated Land Information System (Org. 1923), and two dollars for the State Land Information Board. The County continues to retain its four dollar share of the Recording Fee.

Previous Register of Deeds Recording Fees	\$ 4
Fee for MCAMLIS	4
Fee for State Land Information Board	<u>2</u>
	<b>\$10</b>

<b>BUDGET SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Services	\$ 491,374	\$ 635,000	\$ 649,000	\$ 14,000
Contractual Crosscharges	3	15,000	1,000	-14,000
Abatements	-1,664	0	0	0
<b>Total Expenditures</b>	<b>\$ 489,713</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Encumbrances	\$ 308,902	\$ 0	\$ 0	\$ 0
<b>Total Expenditures &amp; Encumbrances</b>	<b>\$ 798,615</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
State Grants	\$ 138,500	\$ 100,000	\$ 100,000	\$ 0
Sewer District & Utility Contributions	50,000	50,000	50,000	0
Recording Fee Surcharge	574,328	500,000	500,000	0
<b>Total Revenue</b>	<b>\$ 762,828</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Contribution to Reserve Account	273,115	0	0	0
<b>Property Tax Levy</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- This appropriation provides 1998 expenditure authority of \$650,000 for the Automated Land Information System. Revenue of \$500,000 is projected to be collected from recording fees collected by the Register of Deeds earmarked for land information modernization by Section 59.88(5) Wisconsin Statutes, and \$100,000 is expected to result from grants to be awarded to the County by the Wisconsin Land Information Board. Additional revenue of \$50,000 will result from an annual payment to be made by the Milwaukee Metropolitan Sewerage District. Contributions to this project from the private utilities, Ameritech, Wisconsin Electric and Wisconsin Gas, of \$520,000 each, were completed in 1994. Milwaukee County is not required to provide tax levy dollars.
- Expenditure authority of \$650,000 is comprised of \$598,000 to continue to develop the automated base map and parcel-based land information system as provided for in the plan approved by the County Board, \$50,000 for surveying services provided by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in performance of its duties as the Milwaukee County Surveyor under the requirements of Section 59.60 Wisconsin Statutes, \$1,000 to obtain subdivision and map survey prints from the Register of Deeds, and \$1,000 for meetings and travel expense.
- Work on the initial automated base map is scheduled to be completed in 1998. At that time, an ongoing maintenance effort will be requested to ensure that the automated base map is kept up to date. Subsequently, the automated mapping base may be enhanced by the creation of additional layers of information useful to county and local government.
- A decrease of \$14,000 in Contractual Charges is due to a reduction of \$14,000 in the crosscharge from the Register of Deeds due to actual experience in 1996 and in 1997.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CHARLES ALLIS ART MUSEUM

**UNIT NO.** 1928  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc. operates the Charles Allis Art Museum, located at 1630 East Royall Place, which was the home of a wealthy Milwaukeean who collected a vast quantity of museum-quality artifacts. The building and its contents were originally donated to the City of Milwaukee in 1946 and operated under the auspices of the Public Library System. In 1979, this priceless community asset was transferred to the War Memorial

Corporation, again to be held in the public trust. The exhibits offer a rare insight into art from all over the world. Public programming includes monthly changing art exhibits featuring primarily Wisconsin art, regularly scheduled concerts, films, workshops, an annual youth concert series and special events such as the Morning Glory Crafts Fair. Public tours, gallery talks, artist demonstrations and special programs such as Talks and Teas and Travelogs are also offered. Community groups, civic, cultural, veterans and private organizations use the facilities regularly.

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
<u>Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Personal Services	\$ 117,428	\$ 133,112	\$ 133,112
Professional Fees	9,379	5,500	5,500
Advertising and Promotion	12,077	11,800	11,800
Meetings, Travel and Auto Allowance	729	600	600
Space and Utilities	48,966	42,899	42,899
Office and Administrative Supplies	12,330	7,300	7,300
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 200,909</b>	<b>\$ 201,211</b>	<b>\$ 201,211</b>
<u>Revenues</u>			
Admissions	\$ 11,754	\$ 16,000	\$ 16,000
Rentals	20,359	16,500	16,500
Interest Income From Charles Allis Trust Fund	12,585	12,500	12,500
<b>Total</b>	<b>\$ 44,698</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Property Tax Levy</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>

<b>ACTIVITY AND STATISTICAL SUMMARY</b>			
	1996	1997	1998
<u>Attendance</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
General Museum Attendance (includes Art Openings and Fairs)	18,324	17,720	17,000
Sunday Tours	385	200	425
Art Programs	448	400	270 *
Concerts	190	500	500
Film Programs	1,061	500	500 *
Tours, Contracted	472	400	550
Meetings, Art Groups	523	480	250 *
Special Events (Outreach)	688	1,200	350 *
Volunteer Activities	799	1,200	900
Private Events (Retreats, Receptions, Weddings, Seminars)	1,235	1,700	600 *
Civic and Cultural Activities	4,177	1,800	1,000 *
Planning Meetings and Appointments	1,100	680	550
<b>Total Attendance</b>	<b>29,402</b>	<b>26,780</b>	<b>22,895</b>

\* 1998 attendance figures are based on reduced usage due to construction of the Coach House Expansion with completion scheduled for Spring, 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OFFSET TO INTERNAL SERVICE CHARGES

**UNIT NO.** 1930  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Offset to Service Departments Charges	\$ -38,225,519	\$ -26,831,619	\$ -25,055,184
<u>Revenue</u>			
Offset to Service Departments Revenue	<u>-38,225,519</u>	<u>-24,060,483</u>	<u>-24,940,901</u>
<b>Property Tax Levy</b>	\$ 0	\$ -2,771,136	\$ -114,283

The purpose of this non-departmental budget is to reduce total County expenditures and revenues by the amount of charges from internal service fund departments to other County departments. Without this adjustment, total County expenditures and revenues would be overstated.

The \$-24,940,901 of expenditure and revenue offsets reflect the charges from the following departments to other County departments:

1150 - Dept. of Administration - Risk Management	\$ -5,710,950
1160 - Dept. of Administration - Information Management Services*	\$ 0
5070- Public Works Professional Services Division	\$ -7,065,232
5330 - Public Works - Fleet Maintenance	\$ -7,914,261
5700 - Public Works - Administration and Facilities Management	\$ <u>-4,250,458</u>
<b>Total</b>	\$ -24,940,901

The second part of this budget is the tax levy impact of undistributed crosscharges from the departmental budgets. At the Adopted level, crosscharges from an internal service or enterprise department to using department are analyzed to make sure that both budgets reflect the same amount. However, miscommunications between departments at the requested level or last minute changes to budgets at the

recommended level may result in some crosscharges being over or under charged out., The crosscharge discrepancies are offset in this budget so that total County expenditures and revenues are not over or understated. The 1998 recommended budget includes the following undistributed crosscharges: \$-114,283 for DPW charges.

	<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
Offset to Service Departments Charges	\$ -24,940,901	\$ -24,940,901	\$ 0
Undistributed Crosscharges	<u>-114,283</u>	<u>0</u>	<u>          </u>
<b>Total</b>	\$ -25,055,184	\$ -24,940,901	\$ -114,283

• In 1997 a change in budgeting policy eliminates the allocation of IMSD charges to departmental budgets. However, to recover direct revenues associated with

these charges, IMSD will continue to provide users the cost of its services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Charges to Other County Organization Units	\$-7,785,051	\$0	\$0

This budget represents the offset to Central Service costs allocated to departments in order to show the full cost of operating a department. Beginning in 1997, the Central Service Allocation (account 6779) was not included as an expenditure in department's operating budgets. The Central Service Allocation will continue to be developed by Central Accounting and sent to departments. Departments receiving grant revenues, indirect revenues (internal service fund departments) or outside (direct) revenues will include the Central Service Allocation amounts when seeking reimbursement.

The Central Service allocation amounts for the 1998 budget are based upon the 1998 Cost Allocation Plan. The 1998 Plan uses 1996 actual costs as its basis and includes a carryover provision for the difference between the 1996 Plan (which was based on 1994 actual costs) and 1996 actual costs. Reflecting the 1996 carryover in the 1998 budget increases charges to those departments that were undercharged in 1996 and reduces charges to those departments that were overcharged in 1996.

The Central Service Allocation for 1998 reflects the prorated cost for the following:

	<u>1998 BUDGET</u>
Department of Human Resources	\$2,859,926
Department of Audit	1,288,852
Procurement	888,061
Accounts Payable	597,281
Treasurer	576,324
Payroll	592,457
Labor Relations	425,479
County-Wide Audit	141,561
Carryover	-407,182
Accounting	523,295
Budget	<u>713,374</u>
<b>TOTAL</b>	<b>\$8,199,428</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**

**FUND: General - 010000**

ALLOCATION BREAKDOWN

	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Budget</u>
1000 County Board	\$ 40,287	\$ 38,871
1011 County Executive - General Office	10,268	9,989
1015 County Executive - Emergency Government	10,879	6,127
1018 County Executive - Office on Handicapped	5,537	5,182
1020 County Executive - Intergovernmental Relations	3,753	4,022
1021 County Executive - Veterans Service	4,214	4,761
1106 DOA - Department of Economic Development	10,841	9,852
1111 DOA - Housing and Community Development	78,087	70,104
1117 DOA - Rent Assistance	165,061	107,103
1130 Corporation Counsel	20,003	22,868
1150 DOA - Risk Management	39,287	43,705
1151 DOA - Administration and Fiscal Affairs	28,034	41,701
1160 DOA - Information Management Services	162,255	159,901
2000 Combined Court Related Operations	485,982	451,718
2430 Child Support Enforcement	97,918	88,211
3010 Election Commission	4,990	8,708
3270 County Clerk	12,377	15,339
3400 Register of Deeds	24,205	38,579
4000 Sheriff	673,158	718,429
4190 Medical Examiner	35,063	37,001
4300 House of Correction	326,467	335,099
4500 District Attorney	110,863	132,422
5040 Airport	227,736	264,429
5070 DPW Professional Services	249,753	186,214
5100 Highway Maintenance	101,284	94,042
5330 Fleet Maintenance	239,113	245,587
5600 Milwaukee Transit System	210,046	160,237
5700 DPW Administration/Facilities Management	393,662	362,553
5900 User Side Subsidy	32,697	24,481
6800 DHS - Mental Health Division	1,123,174	1,014,753
7100 JLDH Transition Team	0	146,578
7200 County Supported Health Programs	0	180,315
7900 Department on Aging	219,794	192,872
8000 Department of Human Services	1,467,525	1,356,494
9000 Parks Department	1,164,644	1,239,197
9500 Zoo	409,634	372,957
9910 University Extension Service	<u>6,116</u>	<u>9,026</u>
Total Charges to Other Organizational Units	\$8,194,707	\$8,199,427

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ALTERNATIVES TO INCARCERATION

**UNIT NO.** 1940  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Alternatives to Incarceration	\$ 1,682,382	\$ 1,737,775	\$ 55,393

In 1996, the County Board of Supervisors adopted File No. 96-273 which authorized and directed that the Wisconsin Correctional Services and In-House Correctional Services contracts relating to the operation of the Intake Screening Center and the population levels of the Jail and House of Correction be transferred from Combined Court Related Operations to the jurisdiction of the Sheriff's Department.

This transfer was made to provide the Sheriff with tools to assist with the management of the Jail and to ensure the continued unhampered future operation of these programs. For 1998, these programs will remain under the jurisdiction of the Sheriff and the funding for the programs placed in Org. 1940.

<b>Wisconsin Correctional Services</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Operation of Intake Screening Center	\$ 604,722	\$ 639,317	\$ 34,595
Booking Magistrate/Out-of Custody Program	120,560	133,003	12,443
Operation After Revocation Program (OAR)	76,100	83,955	7,855
Community Service Option Program	5,000	5,500	500
Milw. County Pretrial Intoxicated Driver Intervention Program	<u>120,000</u>	<u>0</u>	<u>(120,000)</u>
<b>Total</b>	\$ 926,382	\$ 861,775	\$ (64,607)

<b>In-House Correctional Services, Inc.</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Intensive Supervision of Adult Defendants	\$ 876,000	\$ 876,000	\$ 0
Intensive Supervision of Juvenile Defendants	219,000	0	(219,000)
Crosscharge to Department of Human Services	<u>(219,000)</u>	<u>0</u>	<u>219,000</u>
<b>Total</b>	\$ 876,000	\$ 876,000	\$ 0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ALTERNATIVES TO INCARCERATION

**UNIT NO.** 1940

**FUND:** General - 01000

Total Alternatives to Incarceration Budget	1997 Budget	1998 Budget	1997/1998 Change
Total Expenditures	\$ 1,802,382	\$ 1,737,775	\$ (64,607)
Less: Reimbursement Revenue from the State of Wisconsin			
Department of Transportation for the Milwaukee			
County Intoxicated Driver Intervention Project	\$ (120,000)	\$ 0	\$ 120,000
(Project no longer operational in 1998)			
<b>TAX LEVY</b>	\$ 1,682,382	\$ 1,737,775	\$ 55,393

**BUDGET HIGHLIGHTS**

- The funding to continue the contract with WCS to operate the Intake Screening Center increases \$34,595, from \$604,722 to \$639,317, due to increased staff costs including the restoration of one case manager and increased drug testing of defendants. Funding provided for WCS to provide defendant screening and bail evaluation services for the Booking Magistrate and Out-of-Custody Intake Court Programs increases \$12,443, from \$120,560 to \$133,003. Under these programs, a Court Commissioner, with the assistance of Sheriff and WCS staff, reviews charges against minor violators and releases low-risk offenders with orders to return to the court. These out-of-custody misdemeanants are processed in Traffic Intake Court on Monday afternoon, Tuesday afternoon and Friday morning. The processing of out-of-custody misdemeanants in Traffic Intake Court increases the timeliness of processing in-custody defendants through Intake Court. The \$133,003 provided for 1998 will fund the WCS portion of these programs for seven nights per week for all of 1998.
- An increase of \$7,855, from \$76,100 to \$83,955, is provided for Wisconsin Correctional Services to continue administering an Operating After Revocation (OAR) Program, enabling WCS to assign two caseworkers for the purpose of assisting clients in getting their driver's licenses reinstated and in preventing recidivist OAR and OAS (Operating After Suspension) arrests.
- The Community Service Options Program operates in most of the suburban municipal courts, coordinating and supervising sentences for persons convicted of municipal offenses who perform public services because they are unable to pay the assessed fine, or to fulfill specific sentence requirements. It reduces inmate housing costs at the House of Correction while providing free labor to non-profit groups. Occasionally, the program provides employment opportunities beyond the original volunteer service period. The County's contribution to this program increases \$500, from \$5,000 to \$5,500.
- A decrease of \$120,000, from \$120,000 to \$0, results from the loss of a grant from the State Department of Transportation. This grant fully supported the Milwaukee County Pretrial Intoxicated Driver Intervention Project. Due to the loss of grant funding, this project will no longer be operated.
- An appropriation of \$876,000 is provided to continue a contract with In-House Correctional Services, Inc. for a program for intensive supervision of an average of 200 pretrial adult defendants a day in lieu of detention in the Milwaukee County Jail. The funding for 1998 provides services for 200 adults per day at a cost of \$12 per day per defendant.
- The appropriation and corresponding crosscharge of \$219,000 to continue the contract with In-House Correction Services, Inc. for the electronic monitoring of juveniles is transferred into the Department of Human Services budget. In 1997, the entire cost of this contract was crosscharged to the Department of Human Services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY LEGAL RESOURCE CENTER**

**UNIT NO. 1943**  
**FUND: General - 01000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2), Wisconsin Statutes, the County Board shall represent the County and

have the management of the business and concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>1997/1998</u> <u>Change</u>
Expenditures	\$ 210,068	\$ 187,215	\$ 194,215	\$ 7,000
Revenues*	<u>88,921</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tax Levy	\$ 121,147	\$ 187,215	\$ 194,215	\$ 7,000

\* Revenues of \$88,921 in 1996 were due to a one time partial sale of the Law and Reference Library collection.

**BUDGET HIGHLIGHTS**

- The Milwaukee County Legal Resource Center (MCLRC) opened May 1, 1996, under the control and oversight of the Chief Judge and the Clerk of Circuit Court/Director of Court Services. Corporation Counsel, the Chief Judge and Clerk of Circuit Court/Director of Court Services entered into a contract with the Wisconsin State Law Library for operation of the Center. Through collections and services linked to those at the State Law Library, MCLRC provides legal information, materials and online computer services to County departments, judges and the general public.
- The MCLRC collects revenue but it is deposited with the State. According to the contract with the State Law Library, any revenue collected may be used to pay sales tax; staff the Center; maintain, repair, lease or purchase equipment, books, software or other materials for the Center. On or before March 31, 1998, the State will provide a written accounting as to the collection and use of all such operating revenue. The State is anticipating revenues in 1998 to be \$5,500, with \$3,600 offsetting costs of copier expenses and \$1,900 applied toward equipment purchases for the Legal Resource Center.
- Expenditures are increased \$7,000. A \$6,000 increase is due to the approval by the State of Wisconsin's Joint Finance Committee of Legal Resource Center staff as Project positions. This designation entitles the staff to

receive fringe benefits. An additional \$1,000 is budgeted for salary increases.

- The MCLRC collection consists of the following:
  - Wisconsin legal materials: case law, statutes, administrative code, agency decisions
  - Wisconsin Continuing Legal Education books and legal periodicals
  - Federal collection: U.S. Supreme Court Reporter, Federal Reporter, Federal Supplement, Federal Rules Decisions, U.S. Code Service, Code of Federal Regulations and Federal Register
  - Treatises and looseleaf services covering the significant areas of law
  - Indexes, encyclopedias, restatements and formbooks

This collection is supplemented by LRC staff access to Lexis, Westlaw, the Internet and CD-ROM services. In addition, public terminals provide users with access to the LOIS Wisconsin CD-ROM disk, including all State Bar Continuing Legal Education books. Public access terminals are provided for dial-out capabilities for citizens who have accounts with Lexis or Westlaw.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** APPROPRIATION FOR CONTINGENCIES

**UNIT NO.** 1900-8901  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.84(5) of the Wisconsin Statutes, the Director, Department of

Administration, shall transmit an estimate of funds required as an appropriation for contingencies.

<b>BUDGET SUMMARY</b>		
	<u>1997 Budget</u>	<u>1998 Budget</u>
Appropriation for Contingencies	\$ 4,000,000	\$ 3,500,000

Contingency Appropriation Analysis

	<u>1995</u>	<u>1996</u>
Adopted Appropriations	\$ 5,500,000	\$ 2,897,880
Transfers In	1,553,817	578,323
Transfers Out	<u>-4,553,967</u>	<u>-891,795</u>
Year-End Balance	\$ 2,499,850	\$ 2,584,408

BUDGET COMPARED TO APPROPRIATION TRANSFERS

<u>Year</u>	<u>Adopted Budget</u>	<u>Appropriation Transfers Out</u>
1988	\$3,500,000	\$4,082,231
1989	3,000,000	3,476,406
1990	3,000,000	3,197,417
1991	4,500,000	4,789,182
1992	3,000,000	2,048,829
1993	2,762,252	2,616,635
1994	4,000,000	1,115,141
1995	5,500,000	4,553,967
1996	2,897,880	891,795
1997	4,000,000	0
Mean	\$3,516,013	\$2,677,160

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** YOUTH EMPLOYMENT PROGRAM

**UNIT NO.** 1949

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 356,933	\$ 322,704	\$ 322,704
Revenue	<u>47,574</u>	<u>0</u>	<u>0</u>
Property Tax Levy	\$ 309,359	\$ 322,704	\$ 322,704

This appropriation helps provide meaningful work experience, career exposure and limited on-the-job training to those individuals who, because of restrictive Job Training Partnership Act (JTPA) income requirements, would otherwise be precluded from this opportunity. The Program Administrator will contract with community agencies, municipalities, and school boards for the purpose of screening, employing and evaluating area youth for jobs in both After School and Summer Youth Employment

Programs. The 1998 appropriation for this program remains the same as in 1997.

This appropriation will also be used by the Program Administrator to coordinate the County's participation in the JTPA "Step-Up" Youth Employment Program in the event Federal funding is made available through the Private Industry Council.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the

County and have management of the business and concerns in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>1997/1998</u> <u>Change</u>
Health Benefits - Hospital, Professional, Major Medical & Dental	\$ 47,253,947	\$ 49,588,142	\$ 47,549,358	\$ -2,038,784
Employee Group Life Insurance	1,552,132	1,538,082	1,597,324	59,242
Annuity - County Mandatory Contribution	838,843	800,000	781,875	-18,125
Retirement System Contribution	17,727,697	12,331,126	10,289,916	-2,041,210
Medicare Reimbursement to Retired Employees	2,418,707	3,061,152	2,693,275	-367,877
Health Benefits - Consultant Fees	436,377	180,000	180,000	0
Local Transportation (Transit Pass Program)	0	175,000	190,000	15,000
	<u>\$ 70,227,703</u>	<u>\$ 67,673,502</u>	<u>\$ 63,281,748</u>	<u>\$ -4,391,754</u>
Less: Charges to Other County Departments	70,226,133	0	0	0
Less: Other Revenue	<u>1,570</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditures	\$ 0	\$ 67,673,502	\$ 63,281,748	\$ -4,391,754

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**5303 - Health Benefits - Hospital, Professional, Major Medical and Dental Expense**

Decrease \$2,038,784, from \$49,588,142 to \$47,549,358.

This appropriation provides for the cost of the following health benefits:

	<u>1997</u>		<u>1998</u>		<u>Change</u>
	<u>Budget</u>		<u>Budget</u>		<u>Change</u>
Basic Health Benefits,					
Including Major Medical	\$ 23,629,581	\$	24,668,820	\$	1,039,239
Mental Health/Substance Abuse Carve-Out	1,466,625		959,030		-507,595
Health Maintenance Organizations (HMO)	23,817,896		22,797,176		-1,020,720
County Dental Plan	2,045,699		1,752,301		-293,398
Dental Maintenance Organizations (DMO)	743,370		887,028		143,658
Administrative Expense	1,395,379		1,381,513		-13,866
Employee Health Plan Waiver	66,000		66,000		0
Contributions (Active, Retired, Other Employees)	<u>-3,576,408</u>		<u>-4,962,510</u>		<u>-1,386,102</u>
<b>Total Health Benefit Cost</b>	<b>\$ 49,588,142</b>	<b>\$</b>	<b>47,549,358</b>	<b>\$</b>	<b>-2,038,784</b>

A five-year comparison of budget and actual experience for health insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	45,374,923	44,297,415	16.3
1993	50,478,816	46,544,518	5.1
1994	49,391,645	44,936,626	-3.5
1995	51,317,413	47,311,697	5.3
1996	41,787,208	47,253,946	-0.1

Based on actuarial analysis of the County's self-insured plan, 1998 increases for the basic hospitalization and surgical/medical benefit are expected to be 8%, with a corresponding increase of 12% for the major medical benefit. These increases will be partially offset by a lower number of employees/retirees covered. The Request For Proposal (RFP) process conducted in 1997 contributes to a significant reduction in anticipated expenses for 1998. The Mental Health/Substance Abuse Carve-Out cost decreases due to a new contract with Health Management Center, Inc. The Humana HMO will no longer be offered in 1998. The rates for the two remaining HMO's, Compcare and Family

Health Plan, will continue unchanged for 1998. Employee monthly contributions are expected to increase in 1998.

**5304 - Employee Group Life Insurance**

Increase \$59,242 from \$1,538,082 to \$1,597,324

The 1998 requested appropriation contains a \$59,242 increase over the 1997 adopted level due to an increase, for certain employee groups, in the dollar amount of coverage (from \$20,000 to \$25,000) that the County is required to pay the full monthly premiums.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

A five-year comparison of budget and actual experience for group life insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,097,910	946,457	0.2
1993	775,000	893,237	5.6
1994	1,310,329	997,103	11.6
1995	1,478,549	1,358,364	36.2
1996	1,475,934	1,552,132	14.3

**5305 - Annuity - County Mandatory Contribution**

Decrease \$18,125 from \$800,000 to \$781,875

The budget for the County's mandatory annuity contribution relates to eligible employees who have been members of the pension system prior to January 1, 1971, at the following rates:

8% of earnings for Deputy Sheriff  
 8% of earnings for Elected Officials  
 6% of earnings for Other Employees

A five-year comparison of budget-to-actual experience for the annuity contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	2,165,000	2,064,239	-8.5
1993	2,000,000	2,024,520	-1.9
1994	1,900,000	1,920,161	-5.2
1995	1,950,000	1,602,361	-16.6
1996	1,750,000	838,843	-47.6

**5309 - Retirement System Contribution**

Decrease \$2,041,210 from \$12,331,126 to \$10,289,916

The County's Retirement System lump-sum contribution for 1997 was budgeted at \$12,331,126, including \$167,688 for the OBRA pension contribution. For 1998, \$10,289,916 is budgeted for the lump-sum contribution, including \$218,196 for OBRA. This contribution will actually be paid in early

1999. The Employees' Retirement System administrative expenses are offset in the Department of Human Resources by revenue from pension fund investments and are not included in this budget.

The decrease in the County's lump-sum contribution for 1998 as compared to 1997 is due to the following:

1997 Final Estimate	\$12,331,000
Decrease due to change in asset valuation	-3,148,000
Decrease due to investment return	-508,000
Decrease due to contribution variance and expenses	-208,000
Increase due to demographic experience	822,000
Increase due to plan changes	556,000
Increase due to salary increases	<u>445,000</u>
1998 Estimate (rounded)	\$10,290,000

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: EMPLOYEE FRINGE BENEFITS

UNIT NO. 1950  
FUND: General - 010000

A five-year comparison of budget-to-actual experience for the retirement system contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	17,180,830	15,429,288	-12.0
1993	15,631,287	15,631,287	1.3
1994	15,863,000	15,863,000	1.5
1995	18,813,000	18,813,000	18.6
1996	17,727,697	17,727,697	-5.8

## 5316 - Medicare Reimbursement to Retired Employees

Decrease \$367,877 from \$3,061,152 to \$2,693,275

This account provides for County payment of the Medicare Part B premium for 4,858 retired employees, including their eligible beneficiaries, over age 65 who retired with 15 or more years of pension-credited service or are on Disability Medicare. The 1997 Medicare rate of \$43.80 was not set by

Congress until after adoption of the County's 1997 budget, which included a projected rate of \$54. Once again, the actual cost of the premium will not be finalized by Congress until November. The 1998 projected Medicare rate is \$46.20 per month.

A five-year comparison of budget-to-actual experience for Medicare reimbursement to retired employees is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,855,950	1,734,669	22.3
1993	2,196,000	1,907,747	10.0
1994	2,173,532	2,209,622	15.8
1995	2,445,144	2,306,429	4.4
1996	2,871,540	2,418,707	4.9

## 6148 - Health Benefits - Consultant Fees

Increase \$0 from \$180,000 to \$180,000

An appropriation of \$180,000 is included in the 1998 Employee Fringe Benefits Budget for the purpose of retaining outside consultants to assist DHR staff in actuarial analysis, ad hoc reporting, contract/rate negotiations, preparation of Requests for Proposal for whole/universal life insurance and vision/hearing care per County Board resolution, and implementation of major revisions to the Benefits Plan.

## 6804 - Local Transportation (Transit Pass Program)

Increase \$15,000 from \$175,000 to \$190,000

An appropriation of \$190,000 is included to cover the continuation of the County's corporate transit pass program. The County, as the employer, would pay \$105 per employee toward the cost of the quarterly pass, while the employee would be charged \$30 per quarter. Approximately 7,000 free bus passes were distributed to County employees in 1997. Based on employee co-pay participation during the 4th quarter of 1997, it is estimated \$190,000 will be the 1998 cost of the County's share of the pass.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: INTERGOVERNMENTAL TRANSFER PROGRAM-NURSING HOMES

UNIT NO. 1958

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Section 59.07(5) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Intergovernmental Certification Program	\$ 1,451,330	\$ 1,500,000	\$ 1,700,000

Under Section 3.775 of the State of Wisconsin Methods of Implementation for Medicaid payments to Nursing Homes, the State provides special allowances for facilities operated by local units of government. These allowances recognize the unique nature of facilities operated by local units of government. Local government-operated facilities experiencing operating deficits associated with the provision of care to Medicaid patients are eligible for supplemental funding.

The property tax associated with the provision of care to Medicaid patients is eligible as match for Federal Medicaid funds. This non-departmental budget is used to record the receipt of revenue associated with this supplemental funding

program separate from the normal operating expenditures and revenues for the rehabilitation centers.

## BUDGET HIGHLIGHTS

The 1998 Budget includes \$1.7 million of revenue from the State of Wisconsin under the Intergovernmental Transfer Program (ITP). The final ITP award for 1996-97 is approximately \$4.1 million which is the result of a one-time adjustment. Due to changes in the ITP allocation basis, MHD will realize increased revenues under this program over the 1997 budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY BOARD NON-DEPARTMENTAL PROJECTS

**UNIT NO.** 1964  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
County Board Non-Departmental Projects	\$ 68,064	\$ 99,000	\$ 99,000

This non-departmental appropriation provides the County Board with flexibility in determining priorities for necessary projects and allocating expenditures to meet greatest needs.

This account has been used for Merit Awards, County memberships and County Board publications.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** FEDERATED LIBRARY SYSTEM

**UNIT NO.** 1966

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.03(1) and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Federated Library System	\$ 66,416	\$ 66,702	\$ 66,693

The 1998 budget appropriation of \$66,693 is based upon Section 43.15(2) of the Wisconsin Statutes which requires County support for library services at a level not lower than the average for the previous three years. The amount is not

designated for any specific purpose or special program. It is to be used by the Federated Library System to offset program costs which are determined to be priorities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provision of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Milwaukee County Fund for the Arts	\$ 500,000	\$ 500,000	\$ 500,000

On October 2, 1986, the County Board adopted resolutions [File Nos. 84-466 and 86-463] which specified that a non-departmental account be established for cultural programming to be administered by the County Board, with certain guidelines and criteria for awarding County arts funds. In addition, the County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC) was created to advise the County Board, through the Committee on Parks, Recreation and Culture, with regard to the cultural, artistic and musical programming and endowment/grant components of County arts funding.

On November 9, 1989, the County Board adopted a resolution [File No. 88-631(a)] which authorized and directed the Parks Director to have administrative authority and responsibility for all County cultural programs previously administered by the County Board. To effectuate this authority, the appropriation for County arts funding was transferred from the non-departmental account, Milwaukee County Funds for the Arts (Org. Unit 1974), to the Parks Department (Org. Unit 9000) operating budget.

The 1991 adopted budget re-established a non-departmental appropriation for County arts funding (Org. Unit 1974) with administrative authority, appropriation request and responsibility for County cultural programs remaining with the Parks Department.

On January 17, 1991, the County Board adopted a

resolution [File No. 91-18 (a)(a)] which authorized and awarded matching grant funds, rental subsidies, and Artistic Development Program allocations to eligible organizations and individuals. The Board also authorized the Director of Parks, Recreation and Culture to prepare contractual agreements with specific agencies for community cultural events and to enter into an agreement with the Milwaukee Foundation to administer Milwaukee County's performing and visual arts fund. Allocations of the cultural arts funds are recommended by the Milwaukee County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC).

**I. Cultural, Artistic, and Musical Programming**

Under this program Milwaukee County, through its administrative agent, the Milwaukee Foundation, will enter into contractual relationships with community organizations providing, either at a nominal charge or free to the public, specified cultural, artistic and musical performances, with priority given to those groups using County facilities.

**(1) Community Cultural Events Program**

Under this program category, Milwaukee County will, on an annual basis, determine the number and type of performances it desires to purchase through the solicitation of "Request for Proposals" based on approved eligibility criteria and guidelines:

<b>Community Cultural Events Program</b>		
<u>Agency</u>	<u>1996 Allocations</u>	<u>1997 Allocations</u>
Artreach Milwaukee	\$ 5,000	\$ 5,000
City Ballet	2,000	2,000
Ko-Thi Dance Company	6,000	6,000
Latino Arts, Inc (Friends of the Hispanic Community)	2,000	2,000
Milwaukee Inner City Arts Council	6,000	6,000
Milwaukee High School Theater Festival	5,000	5,000
Milwaukee Musician Association*	3,000	0
Milwaukee Public Theater	2,500	2,500
Community Programming**	<u>35,000</u>	<u>38,000</u>
<b>TOTAL</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>

\* Milwaukee Musicians Association is recommended for funding in 1997 under Parks Programming in the Community Events Category. The allocation to the Musicians Association will be \$3,000.

\*\* The 1996 and 1997 allocations were for programming at Washington, Humboldt and other County Parks.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**II. Endowments and Grants**

**(1) Matching Grants Program**

Under this program, grants are awarded with the objective of promoting new and existing arts organizations. These grants are designed to help arts groups meet their operational and programming expenses.

This grant program provides a direct subsidy to professional performing arts organizations that meet established criteria:

<b>Matching Grants Program</b>		
<u>Expenditures</u>	1996 <u>Grants</u>	1997 <u>Grants</u>
Artist Series at the Pabst	\$ 6,000	\$ 7,000
Artreach Milwaukee	9,700	8,337
Bel Canto Chorus	8,500	8,079
City Ballet	3,000	4,000
Civic Music Association	4,000	3,418
Concord Chamber Orchestra	1,500	1,457
DanceCircus, Ltd.	7,500	6,875
Danceworks*	3,500	4,250
Et toi tu dances?*	3,000	4,000
First Stage Milwaukee	10,800	10,827
Florentine Opera Company	21,500	22,118
Great American Children's Theater	10,800	11,367
Great Lakes Opera	6,500	6,718
Historical Keyboard Society	6,500	5,953
Ko-Thi Dance Company	9,700	10,761
Latino Arts (Friends of Hispanic Community)	6,000	5,750
Milwaukee Ballet	34,500	33,522
Milwaukee Chamber Orchestra	6,500	6,429
Milwaukee Chamber Theater	9,700	10,488
Milwaukee Children's Theater *	1,250	2,000
Milwaukee Dance Theater	6,000	6,314
Milwaukee Inner City Arts Council	8,500	6,571
Milwaukee Musical Theater (Milwaukee Opera Company)	7,500	6,604
Milwaukee Public Theater	4,000	6,260
Milwaukee Repertory Theater	34,500	39,909
Milwaukee Symphony Orchestra	107,000	98,924
Milwaukee Youth Symphony	9,700	9,864
Next Act Theater	9,200	8,799
Present Music	9,200	8,268
Skylight Opera Theater	11,000	15,299
Theater X	8,500	7,617
Walker's Point Theater for the Arts	7,500	6,397
Wild Space Dance Company	6,500	6,238
Woodland Pattern	<u>9,200</u>	<u>9,390</u>
<b>TOTAL</b>	<b>\$ 408,750</b>	<b>\$ 409,803</b>

Note: Matching Grant Program includes State regranting funds of \$15,000 for 1996 and \$17,303 for 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS

UNIT NO. 1974  
FUND: General - 010000

## (2) Artistic Development Program

Under this program, project grants and technical assistance are provided to individual artists and arts organizations which are not served by a major fund drive or a community organization which

sponsors arts programs and is currently using criteria established by the Milwaukee Arts Foundation.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Individual Artists	\$10,000	\$10,000

## III. Administrative Services

The County Board of Supervisors has entered into an agreement with the Milwaukee Foundation to administer

Milwaukee County's performing and visual arts fund under guidelines approved by the County Board of Supervisors.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Milwaukee Foundation	\$ 30,000	\$ 31,000
Total Arts Funding*	\$515,000	\$517,303

\* Includes State regranting funds of \$15,000 for 1996 and \$17,303 for 1997.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** KEEP GREATER MILWAUKEE BEAUTIFUL

**UNIT NO.** 1980

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Keep Greater Milwaukee Beautiful	\$12,750	\$12,750	\$12,750

Keep Greater Milwaukee Beautiful, Inc. (KGMB) has been a certified affiliate of Keep America Beautiful, Inc. since 1985. KGMB facilitates Greater Milwaukee programs designed to educate the public about responsible solid waste management and to incorporate the principles of reduce, reuse, recycle, compost and litter prevention to all sectors of the community.

In 1997, 44,500 registered volunteers participated in the Spring County-wide Community Service Campaign, the Clean and Green Team. This campaign collected over 2,208 tons of trash and litter. To continue KGMB litter reduction and community environmental awareness campaigns, as well as educational outreach programs concerning proper waste handling and other environmental concerns dealing with air, water or land, a \$12,750 County contribution is provided in this non-departmental account for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY BOARD**

**UNIT NO.1000**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The nature, composition, powers, duties and responsibilities of County Boards are delineated in Chapter 59, Wisconsin Statutes, pursuant to Article IV, Sections 22 and 23 of the State Constitution. Each county in the State is a body corporate empowered to sue and be sued; to acquire and

hold, lease or rent property; to enter into leases and to make contracts. The power of the County can only be exercised by the County Board or pursuant to a resolution or ordinance adopted by it. The general powers of the Board are set down in Section 59.51 of the Wisconsin Statutes.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 2,636,691	\$ 2,821,039	\$ 2,852,930	\$ 31,891
Fringe Benefits	787,296	0	0	0
Services	191,354	219,905	173,650	-46,255
Commodities	64,101	66,476	88,296	21,820
Other Charges	903	1,500	3,000	1,500
Capital Outlay	11,140	13,800	26,400	12,600
Contractual Crosscharges	423,046	34,279	25,919	-8,360
Abatements	-287,283	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,827,248</b>	<b>\$ 3,156,999</b>	<b>\$ 3,170,195</b>	<b>\$ 13,196</b>
State & Federal Revenue	28,278	19,900	14,450	-5,450
Other Direct Revenue	5	0	0	0
<b>Property Tax Levy</b>	<b>\$ 3,798,965</b>	<b>\$ 3,137,099</b>	<b>\$ 3,155,745</b>	<b>\$ 18,646</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$921,508 to \$4,058,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$875,235 to \$4,030,980 for a tax levy change of \$-27,627.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	68.8	70.2	70.0	-0.2
Overtime Hours	882	0	0	0
Overtime Dollars	\$12	\$0	\$0	\$0

Personal services for the County Board have been reduced by \$259,894 to establish a net salary budget that is 91.07% of gross wages. For 1997, the County Board had a net salary budget that was 91.23% of gross wages.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY BOARD

UNIT NO.1000

FUND: General - 010000

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Constituent Services provides support to twenty-five supervisors in difficult constituent complaint issues involving contact with state and local authorities.

## Research and Committee Services

Research and Committee Services is under the supervision of the Research Director.

Research Services duties include specialized research analyses and studies for specific standing committees, subcommittees and other special committees of the County Board and preparation of resolutions, ordinances and fiscal notes. They are involved annually in the review, analysis and development of recommendations for the Finance Committee and the County Board on County-wide departmental operations and capital budget requests as presented in the Executive Budget.

Committee Services provides committee meeting support essential to the operation of the County Board. Their primary responsibility is to enter, in appropriate files kept for that purpose, a complete record of all committee meetings,

including attendance, appearances for and against pending matters, and to record and prepare minutes of meetings, including all motions made and by whom, how each member voted upon each matter considered, together with a final action by a committee.

## BUDGET HIGHLIGHTS

- Two of six previously vacant Administrative Intern positions are budgeted for 1998, with the \$40,218 increased cost more than offset by savings of \$49,282 from an additional vacancy in Research Services.
- Savings from ending a network lease are offset by increased new and replacement data processing equipment including a communication file server and eight replacement personal computers.
- Revenues are reduced by \$5,450 to more accurately reflect State human services reimbursement for constituent services.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF AUDIT

UNIT NO. 1001  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.47 of the Wisconsin Statutes and Chapter 57 of the Milwaukee County Ordinances, the Department of Audit is responsible for post auditing the fiscal concerns of Milwaukee County. The term audit is used to describe not only work done in examining financial statements, but also work done in reviewing internal accounting and administrative controls, compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The department's audits are performed in accordance with Government Audit Standards. In addition, the department monitors contracts with vendors of goods and services for compliance with equal opportunity and affirmative action requirements. The department annually contracts for an audit of the financial statements of Milwaukee County and the Single Audit of Federal and State grants required by Federal OMB Circular A-128 and State Single Audit Guidelines. The staff also reconciles the County's checking accounts. In addition, the department maintains a Hotline to receive information from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.

audits, reviews and focused projects and evaluates requests from law enforcement agencies and other departments. Types of audits include performance/operational, program results and compliance/ internal control reviews.

2. Monitor the status of previously issued audit reports to determine if recommendations have been implemented or alternative solutions have corrected issues cited.
3. Conduct 50 on-site agency reviews to verify compliance with Equal Employment Opportunity and Affirmative Action requirements; reconcile on a monthly basis all of the County Treasurer's bank accounts and other accounts as authorized by the Finance Committee; and operate a Hotline to receive and investigate complaints from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.
4. Develop input, output, outcome and efficiency measures to be used to evaluate various aspects of departmental performance to the extent permitted by budget constraints.
5. Research and utilize data from other local government audit departments who have begun to implement performance measurement systems.

## OBJECTIVES

1. Perform audits, reviews and focused projects as initiated by or referred to the Finance and Audit Committee. The Department of Audit also initiates

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 1,249,744	\$ 1,309,360	\$ 1,239,838	\$ -69,522
Fringe Benefits	388,591	0	0	0
Services	257,113	246,107	259,857	13,750
Commodities	12,659	17,555	16,000	-1,555
Capital Outlay	0	0	10,000	10,000
Contractual Crosscharges	96,423	11,691	11,482	-209
Abatements	-94,645	-24,600	-25,300	-700
<b>Total Expenditures</b>	<b>\$ 1,909,885</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>
Direct Revenue	67	0	0	0
<b>Property Tax Levy</b>	<b>\$ 1,909,818</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$390,109 to \$1,950,222. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$346,035 to \$1,857,912 for a tax levy change of \$-92,310.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	25.9	24.8	23.3	-1.5
Overtime Hours	584.4	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Department of Audit have been reduced by \$233,586 to establish a net salary budget that is 83.15% of gross wages. For 1997, the Department of Audit had a net salary budget that was 86.64% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	16.0	16.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001  
**FUND:** General - 010000

<b>PERFORMANCE BASED BUDGET</b>			
For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The Department will meet the following performance standards and comply with all County rules and regulations that apply to its operation.			
		<i>Objective</i>	<i>Performance Measurement</i>
1.	Strive to expand audit services by becoming more efficient rather than increasing positions.	Increase the efficiency of audit operations.	The Audit Department will strive to reduce the average number of staff hours required to complete a project in 1998 by 5%, freeing resources to expand audit coverage by an additional 5%.
2.	Establish measures and benchmarks to increase departmental impact on County operations.	Increase the effectiveness of audit operations.	The Audit Department will establish as a minimum goal a ratio of estimated cost savings/revenue enhancements from audit recommendations to total project costs of 2:1. (Estimated cost savings/revenue enhancements will be conservative, with all assumptions clearly documented.)  The Audit Department will include in its annual workload, based on an assessment of risk and exposure, audit coverage of programs accounting for a minimum of 20% of the 1998 property tax levy.  The Audit Department will strive to increase by 5% the number of recommendations implemented by management.
3.	Increase the efficiency of the bank reconciliation function.	Decrease the number of unreconciled items on bank accounts under its purview.	The Audit Department will establish a goal of communicating to departments all unreconciled items on the bank accounts under its purview within 60 working days of the last bank statement and assisting the departments in resolving the outstanding items.
4.	Reduce the number of vendors not in compliance with Affirmative Action/Equal Employment Opportunity requirements.	Increase the effectiveness of the Affirmative Action/Equal Employment Opportunity compliance function.	The Audit Department will establish as a goal a reduction of 5% in the number of vendors in non-compliance with AA/EEO requirements.
5.	Increase departmental efficiency in resolving Hotline cases.	Increase the efficiency of the Audit Hotline operation.	The Audit Department will establish as a goal resolving 75% of all Hotline cases within 90 working days of receiving an allegation.

**BUDGET HIGHLIGHTS**

- Personal Services have been adjusted to reflect salary increases and employee increments. These increases have been more than offset by an additional two position vacancies.
- Professional Services increase of \$12,231 is related to a scheduled peer review during 1998, contract expertise and resources for a special audit review.
- Replacement Data Processing Equipment of \$10,000 is provided to purchase four 486 desktop computers.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF AUDIT

UNIT NO. 1001  
 FUND: General - 010000

ACTIVITY AND STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Person-Hours Available (net of paid time off)	42,061	42,377	41,086	38,599
<u>Allocation of Available Hours</u>				
Financial/Internal Control Reviews	7,300	2,291	7,300	6,800
Economy & Efficiency/Program Results Audits	14,811	13,770	14,386	13,449
EDP Projects	1,900	1,449	1,700	1,700
Special Projects/Hotline	4,000	9,835	4,000	4,000
Bank Reconciliation	2,950	3,184	2,950	2,950
Contract Compliance	1,700	1,709	1,700	1,700
Administration	7,050	8,647	7,050	6,500
Other Indirect Time	<u>2,350</u>	<u>1,492</u>	<u>2,000</u>	<u>1,500</u>
Total	42,061	42,377	41,086	38,599
<u>Contract Compliance Activities</u>				
Desk Audits of Affirmative Action Plans	300	324	300	300
Pre-Bid/On-Site Construction Reviews	220	246	230	230
Equal Employment Opportunity Certificates Processed	275	249	280	280
<u>Bank Reconciliation Section Activities</u>				
Accounts Reconciled	582	613	584	588

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.031 of the Wisconsin Statutes and Section 23-A of Article IV of the Wisconsin Constitution, the County Executive has the following duties and responsibilities:

Coordinate and direct all administrative and management functions of the County government; appoint department

heads; appoint members of boards and commissions, subject to County Board confirmation; submit annually a recommended County budget to the County Board; communicate to the County Board the condition of the County or other matters requiring their attention; and approve or veto all resolutions or ordinances enacted by the County Board.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 726,708	\$ 797,101	\$ 781,742	\$ -15,359
Fringe Benefits	183,383	0	0	0
Services	32,249	38,409	36,800	-1,609
Commodities	7,566	19,589	14,789	-4,800
Other Charges	1,757	2,000	2,000	0
Contractual Crosscharges	144,156	23,638	22,019	-1,619
Abatements	-102,481	0	0	0
<b>Total Expenditures</b>	<b>\$ 993,338</b>	<b>\$ 880,737</b>	<b>\$ 857,350</b>	<b>\$ -23,387</b>
<b>Total Direct Revenue</b>	<b>\$ 14,837</b>	<b>\$ 20,550</b>	<b>\$ 15,000</b>	<b>\$ 5,550</b>
<b>Property Tax Levy</b>	<b>\$ 978,501</b>	<b>\$ 860,187</b>	<b>\$ 842,350</b>	<b>\$ -17,837</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$264,072 to \$1,124,259. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$349,758, to \$1,192,108, for a tax levy change of \$67,849.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	16.6	13.7	13.3	-0.4
Overtime Hours	0	40	40	0
Overtime Dollars	\$0	\$480	\$480	\$0

Personal services for the County Executive - General Office have been reduced by \$38,614 to establish a net salary budget that is 95.00% of gross wages. For 1997, the County Executive - General Office had a net salary budget that was 97.97% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION</b> (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Due to fiscal constraints and based on prior year experience, Postage is reduced \$3,000, Printing and Stationery is reduced \$2,050, and Computer Software is reduced \$4,000.
- Repair and Maintenance-Office Equipment is increased \$3,700, from \$1,000 to \$4,700, to provide for a maintenance contract for a copy machine purchased during 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

UNIT NO. 1018

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Milwaukee County Commission for Handicapped and Disabled Persons was established March 21, 1978, under Chapter 73 of the General Ordinances of Milwaukee County, to "promote the independence of Milwaukee County's handicapped and disabled persons." As part of this charge, the Commission is empowered, by s.73.09, to:

"advise the County Board of Supervisors of the needs of handicapped and disabled persons within Milwaukee County and the status of existing services designed to meet those needs, and shall recommend any new programs or services required to meet such needs"

The Office for Persons with Disabilities provides the staff to assist the Commission in carrying out its mission. Services provided include but are not limited to: increasing access to Milwaukee County systems; overseeing the implementation and compliance with the Americans with Disabilities Act (ADA) (Public Law 101-336); implementing the Disabled Expanded Certification Appointment (DECA) program, a voluntary affirmative action program for hiring of qualified persons with disabilities; providing interpreter services for hearing impaired citizens; overseeing Milwaukee County's Building Accessibility Program; producing a bi-monthly Handi-NEWS & NOTES publication and a monthly ADA UPDATE publication; operating an employer's resource center; and providing individual assistance designed toward mainstreaming as many of Milwaukee County's citizens with disabilities as possible into every facet of Milwaukee County's functioning.

## OBJECTIVES

1. To be the fixed point of Milwaukee County's effort to comply with the requirements of the Americans with Disabilities Act (ADA) (Public Law 101-336) legislation.
2. To continue to coordinate, monitor and direct Milwaukee County's handicapped compliance efforts as Milwaukee County continues to make its facilities, programs and employment accessible to disabled citizens, especially in light of the recently passed Americans with Disabilities Act legislation.
3. To continue to implement Milwaukee County's Disabled Expanded Certification Appointment (DECA) program which allows disabled persons to be certified to appointing authorities for a trial work period within Civil Service positions in lieu of examination.
4. To continue to provide a fixed point of referral and access services for sensory impaired citizens within Milwaukee County through the provision of certified interpreters.
5. To work with private sector groups to create initiatives that will expand opportunities for disabled persons (i.e., various festivals and Milwaukee's City of Festivals and Circus Parades, private sector employers from industrial, service, hospitality, and retail sectors).
6. To continue to monitor Milwaukee County's Building Accessibility Program, as well as accessibility to other buildings within the Milwaukee metropolitan area.
7. To reinstate the Worksite Accessibility Program which provides resources for reasonable accommodations to Milwaukee County department worksites. These accommodations will be provided on a case-by-case basis to disabled Civil Service employees.
8. To increase the use of volunteers in the Office for Persons with Disabilities to include retired professionals in areas of personnel, marketing, and public relations who will assist with the work of the commission.
9. To continue to seek private sector funding for the publication of Handi-NEWS & NOTES, the Telecommunication Device for Deaf Directory and other publications of the Office for Persons with Disabilities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 183,695	\$ 192,713	\$ 225,587	\$ 32,874
Fringe Benefits	54,595	0	0	0
Services	119,630	82,091	88,266	6,175
Commodities	3,235	2,900	5,800	2,900
Capital Outlay	0	5,706	0	-5,706
Other Charges	0	0	0	
Contractual Crosscharges	23,531	6,426	2,041	-4,385
Abatements	-174,206	-185,092	-190,344	-5,252
<b>Total Expenditures</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$73,863 to \$178,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$80,560, to \$211,910, for a tax levy change of \$33,303.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	4.4	4.4	5.2	0.8
Overtime Hours	661	738	738	0
Overtime Dollars	\$12,718	\$14,251	\$14,251	\$0

County Executive-Office for Persons with Disabilities personal services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the County Executive-Office for Persons with Disabilities had a net salary budget that was 100% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative (A)	1.0	1.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	2.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Ombudsman - Paratransit	Create	1,776 hours	N/A	\$ 31,699
			<b>TOTAL</b>	<b>\$ 31,699</b>

**BUDGET HIGHLIGHTS**

- Pursuant to the Voluntary Compliance Agreement between Milwaukee County and the Federal Transit Administration, one position of Ombudsman - Paratransit, effective March 8, 1998, is created at a cost of \$31,699. This position will be responsible for working with both consumers and providers to serve as an investigative forum for program improvements for the Milwaukee County Paratransit Program.
- Personal Services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary budget was 100% of gross wages.
- An appropriation of \$20,000 of COP funding is provided in the Department on Aging Budget to be administered by the Office For Persons with Disabilities. This funding is provided for a new initiative, Able to Be Used, which will collect, clean, make minor repairs and redistribute previously owned durable medical equipment for the use of people with disabilities throughout Milwaukee County.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Commission Meetings	12	12	11	11
Committee Meetings	60	N/A	N/A	N/A
Public Hearings	2	2	2	2
Public Hearing Notices	3,000	4,670	3,400	4,600
ADA Compliance - Hours	1,200	1,200	1,500	1,500
Training Sessions	5	5	10	8
Information Brochures	17,000	1,000	1,000	1,000
Technical Assistance - Hours	1,000	1,000	1,000	1,000
Handicapped Workers Placed in Competitive Employment	24-36	12	24-36	15-25
Disabled Expanded Certification Appointment Program (DECA) Outreach/Intake - Hours	700	700	700	900
Handicapped Compliance Annual Reports	70	N/A	N/A	N/A
Interpreter Service - Hours	4,900	4,551	4,900	4,900
Handi-NEWS & NOTES - Circulation	63,000	63,480	63,000	63,000
ADA UPDATE, Publication	2,600	2,385	2,200	2,200
Parking Violation Reports	20	5	40	10-25
Information and Referral	1,000	1,000	1,000	1,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES**

**UNIT NO. 1018**

**FUND: General - 010000**

**OFFICE FOR PERSONS WITH DISABILITIES**  
**EXPENDABLE TRUST (Org. 0601)**

- Created in 1983, the Milwaukee County Commission for Persons with Disabilities has maintained an expendable trust fund to benefit Milwaukee County residents with disabilities. Consistent with applicable Milwaukee County policy and procedure, the Commission initiates fiscal actions which require approval from the County Board's Committee on Health and Human Needs. The Commission works to generate revenue to the fund through various activities throughout the year.

BUDGET SUMMARY		
<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
\$ 4,100	\$ 4,100	\$ 0

Total 1998 expenditures and revenues for the Disabilities Expendable Trust Fund are \$4,100 and include the following:

Expenditures

- \$3,400 For the annual John L. Van Dyke Award event which recognizes private sector businesses as well as Milwaukee County governmental departments which have shown outstanding work in hiring, retaining and promoting persons with disabilities.
- \$500 To be used to support promotional events hosted by organizations advancing services of benefit to people with disabilities.
- \$200 To be used in support of table displays and booths at the 1998 Wisconsin Restaurant Show.

Revenue

- \$1,000 From advertisements in Handi NEWS & NOTES.
- \$3,100 From donations.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS**

**UNIT NO. 1020**

**FUND: General - 010000**

**OPERATING AUTHORITY AND PURPOSE**

This division of the County Executive's office was created by County Board action of July 14, 1976 (File No. 76-514), to coordinate and develop a program for Milwaukee County which will assist in defining areas where modifications to State and Federal legislation should be developed and introduced.

2. Coordinate the efforts of Milwaukee County to implement, in concert with other units of government, a lobbying strategy aimed at achieving the maximum possible impact. This effort shall include, but not be limited to, statewide coordination with major municipal organizations, especially Wisconsin Counties Association (WCA).

**OBJECTIVES**

1. Secure property tax relief through increased State funding and statutory change in four critical areas, thereby reducing the local property tax burden for the State court system, welfare, youth services and probation/parole.

3. Work with all County departments in the development of legislative initiatives. Provide specific information to each concerning budgetary, legislative, and regulatory matters.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 272,868	\$ 276,827	\$ 281,355	\$ 4,528
Fringe Benefits	86,723	0	0	0
Services	83,438	96,380	92,335	-4,045
Commodities	3,055	6,500	4,151	-2,349
Capital Outlay	0	3,300	0	-3,300
Contractual Crosscharges	29,924	4,916	3,889	-1,027
Abatements	-17,163	0	0	0
<b>Total Expenditures</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>
<b>Property Tax Levy</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$94,349 to \$482,272. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$103,917, to \$485,647, for a tax levy change of \$3,375.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	4.1	3.9	3.9	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the County Executive - Intergovernmental Relations have been reduced by \$71,122 to establish a net salary budget that is 78.75% of gross wages. For 1997, the County Executive - Intergovernmental Relations had a net salary budget that was 78.30% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS

**UNIT NO.** 1020

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	4.0	4.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Appropriations of \$3,300 for a laptop computer and \$1,500 for computer software provided in 1997 are not required for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - VETERANS SERVICE**

**UNIT NO. 1021**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Veterans Service Office operates pursuant to Section 45.43 of the Wisconsin Statutes. Its purpose is to develop and coordinate programs for Milwaukee County veterans and their dependents. The Veterans Service Office advises and informs Milwaukee County veterans concerning any problems arising from service in the armed forces of the United States, and assists veterans and their dependents or survivors in the preparation of claims or applications for Federal, State and County benefits to which they may be entitled. The Veterans Service Office works with Federal, State and accredited veterans organizations whose primary responsibilities are the general well-being of the veterans community. The Veterans Service Office coordinates its work with other community agencies when issues related to veterans have varied implications.

The Veterans Service Commission operates under Section 45.12 of the Wisconsin Statutes and its responsibility is in the area of aid to veterans.

**OBJECTIVES**

1. Provide assistance to Milwaukee County veterans and/or their dependents in obtaining benefits from the Wisconsin Department of Veterans Affairs, the U.S. Department of Veterans Affairs, and other available sources.
2. Administer the Veterans Assistance Program and provide loans and grants to veterans with emergency financial needs.
3. Working with State, Federal and private efforts, seek to address the needs of homeless veterans in Milwaukee County.
4. Increase public awareness of veterans' programs through aggressive outreach activity to assure that veterans and their dependents receive the maximum amount of benefits to which they are entitled.
5. Increase Veterans Service Office networking with other veterans groups and community resources.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 141,674	\$ 147,356	\$ 147,115	\$ -241
Fringe Benefits	43,904	0	0	0
Services	12,110	11,460	14,460	3,000
Commodities	12,503	16,414	19,082	2,668
Other Charges	60,646	0	0	0
Capital Outlays	0	0	14,100	14,100
Contractual Crosscharges	31,624	2,768	1,691	-1,077
Abatements	-22,166	0	0	0
<b>Total Expenditures</b>	<b>\$ 280,295</b>	<b>\$ 177,998</b>	<b>\$ 196,448</b>	<b>\$ 18,450</b>
State & Federal Revenue	65,646	5,000	5,000	0
Other Direct Revenue	2,360	3,200	3,200	0
<b>Total Direct Revenue</b>	<b>\$ 68,006</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 212,289</b>	<b>\$ 169,798</b>	<b>\$ 188,248</b>	<b>\$ 18,450</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$49,932 to \$219,730. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$46,460, to \$234,708, for a tax levy change of \$14,978.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

County Executive-Veterans Service personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, County Executive-Veterans Service had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- An amount of \$14,100 is included in Capital Outlay for two computers, a file server and a network concentrator (enables numerous workstations to share a file server).
- Services is increased by \$3,000, from \$11,460 to \$14,460, primarily due to an amount included for computer training.
- Commodities is increased \$2,668, from \$16,414 to \$19,082, due in large part to funding which is included for computer software

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996	1996	1997	1998
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Flag Holders Provided	265	122	150	130
Full and Part-Time Education Grants	800	837	800	850
Health Care Aid and Subsistence Grants	30	73	50	50
Economic Assistance Loans	60	40	50	60
Certificates of Eligibility	80	427	250	300
Vital Records Procured	1,140	1,131	1,000	1,000
Graves Registration	1,220	376	900	500
Wisconsin Veterans Home Admissions	20	14	10	10
Home Improvement Loans (HILP)	15	32	60	20
Retraining Grants	20	27	20	20
New Files Created	400	534	400	400
First Mortgage Home Loans	0	120	80	100



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The purpose of the Economic Development Division is to preserve and enhance the tax base of the County by undertaking programs and activities that stimulate, attract and revitalize commerce, industry and manufacturing. Its goal is to promote area-wide, regional economic development marketing and cooperation among all involved governments and private-sector groups to provide for a unified development approach for the Milwaukee area.

**OBJECTIVES**

1. Continue to pursue coordinated marketing efforts with other economic development agencies on a regional level and work toward more coordinated economic development efforts.
2. Work with the Airport, municipalities, and the private sector to maximize economic development opportunities, business investment, and job creation on and around the Airport.
3. Work with the Research Park Corporation to facilitate the development of the Research Park and related sites on the County Grounds.
4. Work with Milwaukee County municipalities and community-based economic development organizations to assist their efforts when County assistance is requested and appropriate.
5. Market and sell surplus County real estate, manage air space parking lots, tax deed foreclosure properties, and other County property.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 292,090	\$ 421,061	\$ 430,393	\$ 9,332
Fringe Benefits	92,313	0	0	0
Services	63,456	281,422	305,450	24,028
Commodities	5,764	6,900	9,550	2,650
Other Charges	291,031	261,000	296,000	35,000
Capital Outlay	5,569	5,000	0	-5,000
Contractual Crosscharges	189,918	40,870	37,437	-3,433
Abatements	-156,760	0	0	0
<b>Total Expenditures</b>	<b>\$ 783,381</b>	<b>\$ 1,016,253</b>	<b>\$ 1,078,830</b>	<b>\$ 62,577</b>
Direct Revenue	1,095,938	1,528,531	1,621,935	93,404
Indirect Revenue	3,420	0	0	0
<b>Total Revenue</b>	<b>\$ 1,099,358</b>	<b>\$ 1,528,531</b>	<b>\$ 1,621,935</b>	<b>\$ 93,404</b>
<b>Property Tax Levy</b>	<b>\$ -315,977</b>	<b>\$ -512,278</b>	<b>\$ -543,105</b>	<b>\$ -30,827</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$144,773 to \$-367,505. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$176,835, to \$-366,270, for a tax levy change of \$1,235.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	6.0	7.2	7.7	0.5
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Economic Development Division have been reduced by \$13,798 to establish a net salary budget that is 96.64% of gross wages. For 1997, the Economic Development had a net salary budget that was 95.27% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

Economic Development includes Economic Development and Real Estate:

The *Economic Development Division* develops and administers programs designed to enhance the business climate, allowing existing businesses in Milwaukee County to flourish and expand, and attracting new businesses to the community. Specific responsibilities include assisting businesses in accessing Milwaukee County resources and services, identifying and referring businesses to various sources of technical and financial assistance, working with municipalities and economic development agencies to

"package" services to companies, and promoting Milwaukee County to outside business.

The *Real Estate Section* manages, sells and acquires real estate for Milwaukee County. The Section manages and leases improved and unimproved properties, including air space parking lots for the Wisconsin Department of Transportation (WISDOT). County surplus real estate and tax deed foreclosure properties in Milwaukee County suburbs are sold by the Section.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

UNIT NO. 1106  
FUND: General - 010000

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### BUDGET HIGHLIGHTS

- An appropriation of \$200,000 is provided for the Economic Development Project Fund, the same amount as 1997.
- Projected revenue from the sale of surplus County real estate, including Research Park sales, is decreased from \$4,880,000 to \$729,217 for 1998.
- In 1997, an appropriation of \$50,000 was included in this budget to reflect the purchasing of services of Research Park staff to assist in the planning and marketing of County surplus real estate for sale. This appropriation is not included in 1998.
- An appropriation of \$35,000 is included as the County's share of the downtown Business Improvement District project.
- Parking rental is increased \$25,313 in 1998, from \$800,973 to \$826,286, to reflect higher amounts received from parking lot leases.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 63.01 to 63.03 of the Wisconsin Statutes, there shall be a civil service commission in every county containing 500,000 or more residents.

The five-member Civil Service Commission conducts hearings on the merit system and, when necessary, makes recommendations to the County Board or its committees. The Civil Service Commission budget includes the following two programs:

1. Quasi-Judicial - The Civil Service Commission acts as an adjudicating body, conducting hearings on merit system violations and appeals of actions taken by the Director of Human Resources and rendering decisions thereon.
2. Administrative - The Civil Service Commission exercises administrative control over the merit system including promulgation of rules.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 9,165	\$ 9,985	\$ 9,985	\$ 0
Fringe Benefits	23,158	18,355	18,190	-165
Services	6,873	5,000	10,000	5,000
Commodities	0	0	0	0
Contractual Crosscharges	5,268	5,215	5,172	-43
<b>Total Expenditures</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>
<b>Property Tax Levy</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$5,994 to \$44,549. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$6,029 to \$49,376 for a tax levy change of \$4,827.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Civil Service Commission have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Civil Service Commission had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**OBJECTIVES**

Ensure strict adherence to the principles of the merit system and the timely resolution of appeals of actions taken by the Director of Human Resources.

**BUDGET HIGHLIGHTS**

- The appropriation for outside legal fees is increased by \$5,000 due to experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	6	6	6	6
Hours Spent in Session	15	14	12	15
<b>A. Quasi-Judicial</b>				
Merit System Violations Filed	2	2	2	2
Employee/Applicant Appeals	50	36	40	50
<b>B. Administrative</b>				
Positions Transferred from Classified to				
Exempt	5	1	2	5
Rule Changes	5	2	2	5
Rule Waivers	20	15	20	20

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Housing & Community Development Division's purpose is to maximize available State and Federal resources for the production of affordable housing and continued enhancement of the tax base through the administration of the following programs: Community Development Block Grant Program; Home Repair Loan Programs; Rental Assistance Programs; Housing Organization Loan Fund; HOME Investment Partnership Program; and other programs as may be approved by the County Board.

**OBJECTIVES**

1. Maintain and strengthen the inter-agency relationships with other County departments, social service agencies, suburban municipalities, and the private sector for the production of affordable housing.
2. Continue to administer County, State and Federal housing programs.
3. Coordinate housing and community development programs with other County departments to reduce the dependency of families currently on assistance.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 958,464	\$ 1,033,942	\$ 1,095,608	\$ 61,666
Fringe Benefits	299,715	0	0	0
Services	34,623	48,900	50,100	1,200
Commodities	16,394	18,950	21,700	2,750
Other Charges	8,811,963	11,812,834	12,767,357	954,523
Capital Outlay	2,902,773	894,300	953,000	58,700
Contractual Crosscharges	259,222	12,950	13,187	237
Abatements	-1,401,485	-1,761,999	-1,815,645	-53,646
<b>Total Expenditures</b>	<b>\$ 11,881,669</b>	<b>\$ 12,059,877</b>	<b>\$ 13,085,307</b>	<b>\$ 1,025,430</b>
<b>Total Revenue</b>	<b>\$ 11,682,319</b>	<b>\$ 12,576,334</b>	<b>\$ 13,547,357</b>	<b>\$ 971,023</b>
<b>Property Tax Levy</b>	<b>\$ 199,350</b>	<b>\$ -516,457</b>	<b>\$ -462,050</b>	<b>\$ 54,407</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$642,957 to \$126,500. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$572,050, to \$110,000, for a tax levy change of \$-16,500.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Housing Administration	Expenditure	\$ 5,343,466	\$ 3,985,542	\$ 4,103,595	\$ 118,053
	Abatement	1,401,485	1,761,999	1,815,645	53,646
	Revenue	<u>3,797,529</u>	<u>2,740,000</u>	<u>2,750,000</u>	<u>10,000</u>
	Tax Levy	\$ 144,452	\$ -516,457	\$ -462,050	\$ 54,407
Rent Assistance	Expenditure	\$ 7,939,688	\$ 9,836,334	\$ 10,797,357	\$ 961,023
	Abatement	0	0	0	0
	Revenue	<u>7,884,790</u>	<u>9,836,334</u>	<u>10,797,357</u>	<u>961,023</u>
	Tax Levy	\$ 54,898	\$ 0	\$ 0	\$ 0

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	27.9	29.0	30.0	1.0
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Administration-Housing & Community Development personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Housing & Community Development had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	20.0	20.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>26.0</b>	<b>26.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

UNIT NO. 1111  
FUND: General - 010000

## BUDGET HIGHLIGHTS

- The HOME Investment Partnership Program includes expenditures of \$1,060,000, offset by Federal revenue of \$950,000, based on the Federal budget for this program. This represents a \$10,000 increase in Federal revenue from the 1997 Adopted Budget for this program.
- Tax levy of \$110,000 is provided as a local match for the Federal funds under the HOME Investment Partnership Program. This represents a decrease of \$16,500 over the 1997 budget due to additional match credit revenue.
- The 1998 budget continues dedicated CDBG funding of \$20,000 for the Family Self-Sufficiency Program.
- The Rent Assistance budget includes expenditures of \$10,797,357, which is an increase of \$961,023. The increase represents HUD funds for additional Shelter Plus Care tenant-based rental assistance awarded to the Mental Health Division and Housing Division to provide rental assistance to homeless seriously mentally ill individuals. The Housing and Community Development Division has been authorized by the County Board to administer these grant funds. Supportive services required by the grant will be provided by the Mental Health Division.
- An increase in Personnel of \$28,429 is due to wage and step increases. One position of Housing Program Assistant-Rent Assistance was created in February of 1997, the cost to continue this position is \$33,237.
- Increases of \$1,200 in Services and \$2,750 in Commodities is due to actual experience.
- Increase of \$924,523 in Other Charges is due to an increase of \$961,023 in the Rent Assistance Program; a decrease of \$20,000 in Federal Revenue and a decrease of \$16,500 in the local match for the HOME Investment Partnership Program.
- An increase of \$58,700 in Capital Outlay results from an increase of \$7,000 in New Data Processing Equipment and an increase of \$51,700 in Replacement Data Processing Equipment to provide the Rent Assistance staff with adequate computers to run new required software.
- Due to increased costs, the abatement to recoup HUD revenue for administrative costs is increased by \$53,646.
- Personal Services have been reduced by \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary was 100% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>COMMUNITY DEVELOPMENT BLOCK GRANT SPENDING BY MUNICIPALITY</b>				
<u>Municipality</u>	<u>1996</u>	<u>1997</u>	<u>1998 Projected</u>	<u>1997/1998 Change</u>
Bayside	\$ 26,800	\$ 0	\$ 6,500	\$ 6,500
Brown Deer	43,800	43,900	44,100	200
Cudahy	58,500	58,700	68,100	9,400
Fox Point	32,900	33,000	31,900	(1,100)
Franklin	59,800	60,900	56,700	(4,200)
Glendale	54,000	54,200	50,100	(4,100)
Greendale	48,600	48,700	47,500	(1,200)
Greenfield	82,200	81,700	77,300	(4,400)
Hales Corners	35,100	34,900	39,400	4,500
Milwaukee*	0	0	0	0
Oak Creek	59,000	60,000	57,100	(2,900)
River Hills	22,300	22,200	24,300	2,100
Saint Francis	44,200	44,300	54,800	10,500
Shorewood	51,600	51,300	55,200	3,900
South Milwaukee	60,400	60,400	67,900	7,500
Wauwatosa*	0	0	0	0
West Allis*	0	0	0	0
West Milwaukee	43,700	43,700	56,400	12,700
Whitefish Bay	46,600	46,600	43,700	(2,900)
<b>TOTAL</b>	<b>\$ 769,500</b>	<b>\$ 744,500</b>	<b>\$ 781,000</b>	<b>\$ 36,500</b>

\* The cities of Milwaukee, Wauwatosa and West Allis do not participate in the Urban County Agreement with Milwaukee County and are ineligible for CDBG funding administered by Milwaukee County.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PERSONNEL REVIEW BOARD**

**UNIT NO. 1120**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 33 of the General Ordinances, the Personnel Review Board consists of five members functioning as a quasi-judicial body to review all disciplinary charges filed by appointing authorities or other persons authorized to file charges alleging that an officer or employee in Milwaukee County classified service has acted in such a manner as to show them to be incompetent to perform their duties or to have merited discipline, demotion, or discharge pursuant to State Statute 63.10 or 63.12; to hear all appeals by non-represented County employees of

rulings made in the final step of the established County grievance procedure; to act as final arbitrator over grievances not appealed to arbitration under the Union labor contract; and to act as the "Independent Fact Finder" to determine whether violations of the Ethics Code exists in all cases referred to the Personnel Review Board by the Ethics Board pursuant to Chapter 9 Code of Ethics, C.G.O. The Board also reviews the rules, practices and procedures of the Civil Service Commission.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 95,727	\$ 100,387	\$ 101,011	\$ 624
Fringe Benefits	0	0	0	0
Services	12,267	10,125	11,444	1,319
Commodities	122	575	800	225
Personal Services Crosscharges	-1,945	-22,779	-22,934	-155
Contractual Crosscharges	13,477	2,397	1,653	-744
Abatements	-10,702	-875	-605	270
<b>Total Expenditures</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>
<b>Property Tax Levy</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$27,337 to \$117,167. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$26,088, to \$117,457, for a tax levy change of \$290.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personnel Review Board personal services have been increased \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Personnel Review Board had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** PERSONNEL REVIEW BOARD

**UNIT NO.** 1120

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Legal Fees are increased \$1,430 based on experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Discipline/Grievance Hearings Placed on Docket	170	170	160	138
Number of PRB Meetings in Hearing	35	27	29	26
Hours Met in Session	90	102	90	63

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CORPORATION COUNSEL

**UNIT NO.** 1130

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.42 of the Wisconsin Statutes, the Corporation Counsel prosecutes or defends all civil actions in which the County, or any of its boards, commissions, committees, departments or officers, is interested or a party; issues opinions; drafts County ordinances and resolutions; drafts proposed legislation; processes commitments of mentally ill persons; drafts protective placement pleadings and guardianships for "developmentally disabled and aged

infirm persons;" and acts as general counsel for the County in all civil matters in all Federal and State courts and before all Federal, State and County administrative bodies and agencies. In addition, pursuant to statutes, the Corporation Counsel represents State agencies or the Attorney General in civil matters and prosecutes various civil remedies mandated by State law.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 1,352,756	\$ 1,435,387	\$ 1,504,855	\$ 69,468
Fringe Benefits	388,429	0	0	0
Services	95,706	107,141	106,891	-250
Commodities	31,595	17,724	19,080	1,356
Other Charges	1,329	2,400	2,400	0
Capital Outlay	2,900	6,506	6,000	-506
Contractual Crosscharges	193,701	17,450	16,983	-467
Abatements	-420,058	-374,781	-386,024	-11,243
<b>Total Expenditures</b>	<b>\$ 1,646,358</b>	<b>\$ 1,211,827</b>	<b>\$ 1,270,185</b>	<b>\$ 58,358</b>
<b>Total Revenue</b>	<b>\$ 38,346</b>	<b>\$ 2,400</b>	<b>\$ 100,000</b>	<b>\$ 97,600</b>
<b>Property Tax Levy</b>	<b>\$ 1,608,012</b>	<b>\$ 1,209,427</b>	<b>\$ 1,170,185</b>	<b>\$ -39,242</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$452,778 to \$1,662,205. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$440,597, to \$1,610,782 for a tax levy change of \$-51,423.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	22.7	22.6	22.9	0.3
Overtime Hours	916.5	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Corporation Counsel personal services have been reduced by \$84,319 to establish a net salary budget that is 94.37% of gross wages. For 1997, the Corporation Counsel had a net salary budget that was 93.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

DEPT: CORPORATION COUNSEL

UNIT NO. 1130  
 FUND: General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	6.0	6.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	11.0	11.0	0.0
Protective Services (D)	1.0	1.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Equipment of \$6,000 include appropriations of \$4,800 to replace two computers and \$1,200 for a fax machine.
- Revenues increase \$97,600, from \$2,400 to \$100,000, due to projected charges to the County Mutual Insurance Company for legal services.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: CORPORATION COUNSEL

UNIT NO. 1130

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
A. Legal				
Legal Opinions & Advisory Memorandums	300	300	300	300
Claims Against County & Subrogation Matters	700	700	700	600
State Actions (wage claims, weatherization claims, pesticide lawsuits)	500	500	500	500
Foreclosures	450	450	450	450
Probate & DBE Matters	250	250	250	250
Major Lease & Contract Negotiations & Review	600	600	600	500
Major Lawsuits-300 Hours or More	30	30	30	25
B. Labor Relations				
Major Contract Negotiations-300 Hours or More	6	6	6	2
Unemployment Compensation Hearings	150	150	100	100
Discrimination Complaints Including ADA	450	450	400	400
Grievance Arbitration, Appeals of Disciplinary Suspension Before Permanent Umpire or WERC	50	50	40	40
C. Mental Health				
Mental Health Commitments--Petition, Protective Placements, Temporary Guardianships	4,500	4,500	4,500	4,500
D. Workers Compensation				
Workers Compensation Claims Hearings and Review of Files	260	250	250	250
E. Personnel Review Board				
Civil Service and Personnel Review Board Hearings	250	300	250	250



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Chapters 63.01 to 63.09, 63.11, 63.13 to 63.17 of the Wisconsin Statutes, this department recruits and examines candidates for all positions in the classified service of Milwaukee County; certifies eligibles; investigates requests for changes in classification, increases in pay and changes in personnel practices and procedures; processes unemployment compensation claims; administers the coordination and implementation of the County's affirmative action plan; manages and coordinates the details of employee benefits programs, including hospital/surgical/dental care and life insurance plans; coordinates employee services programs dealing with behavioral/medical problems. The Employee Retirement Division administers and maintains the Milwaukee County Retirement System as established by Chapter 201 of the County Ordinances. It provides for the determination of benefits and payments to all eligible employees or their beneficiaries, and monitors and reconciles all transactions affecting the retirement fund.

Create a data base which tracks employees' participation in various DHR training programs. Continue to coordinate the tuition loan program. Continue efforts to revise County policies and procedures to insure compliance with the Americans with Disabilities Act, Milwaukee County Bilingual Task Force Recommendations and the Civil Rights Act of 1991. Examine compliance with County Board Resolution 89-100 calling for adherence to Affirmative Action Plans when considering ECP salary adjustments. In cooperation with the Employment and Staffing Division, develop and implement a County-wide recruitment program targeting underutilized groups identified as affirmative action goals.

## OBJECTIVES

### 1. Director's Office

Continue efforts to re-stabilize services provided to the County workforce following downsizing initiatives, fiscal constraints, and changes in State and Federal legislation. Services currently provided by DHR to departments, employees, and the public will again be reviewed in 1998 in an effort to identify and maintain required service levels given significantly fewer resources. The County's existing personnel systems and procedures will continue to be reviewed to identify and implement any necessary revisions.

### 2. Employee Benefits

The on-going cost and quality analysis of the fringe benefits available to County employees and retirees will again be given a top priority in 1998. Implementation of 13 new contracts with health, dental and life insurers and administrators, as well as new benefits-related language contained in nine labor union agreements, will also be a major objective for 1998.

### 3. Employment Relations

Continue utilization of labor market availability data for calculation of realistic, attainable hiring goals. Inform in writing all employees hired before 1990 having an adjusted seniority date as a result of the Jones Consent Order. Develop and conduct a revised enhanced training program for first-line supervisors and middle managers based on the findings of the 1997 Management Needs Assessment. Monitor County career ladder programs which have been approved by DHR for inclusion in 1998 affirmative action plans.

### 4. Employment & Staffing

Continue with the development and refinement of policies, procedures and methods used to identify and relocate employees targeted for layoff due to the discontinuance or downsizing of services and programs, abolishment of authorized positions, and other related personnel actions. Continue to develop and implement, in conjunction with DHR's Management Information Systems Unit, procedures that will allow for total automation of routine personnel transactions; create and enhance computer-based data files and reports to facilitate and support the department's various personnel transactions. Strengthen and expand outreach recruitment activities. Evaluate, modify and/or replace existing selection and classification procedures to better assist departments in maintaining effective staffing levels. Commence the classification study of non-represented clerical and administrative assistant positions. Develop and maintain a computerized file of position descriptions for all authorized positions in County service. Establish partnerships with area schools, businesses and labor organizations for the development of performance testing for technical positions. Develop, implement and modify applicant testing alternatives. Continue staff development efforts, streamlining of inter-departmental communications, and the on-going review of existing policies and procedures.

### 5. Compensation

Provide informational sessions on state and federal family leave legislation. Develop departmental user manuals on unemployment compensation procedures. Assist payroll personnel in the use of the enhanced Genesys system. Facilitate the interaction of the position control system with the budget/ financial system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

**6. Management Information Systems**

Continue to expand the use of the Unisys A7-711 (AIMS90) computer to interface retirement, position control and benefits information with applicant processing and payroll information to provide one source for DHR-wide query. Promote usage of on-line information as opposed to printed reports. Continue network personal computer upgrade process to Pentium machines and Windows 95. Continue to expand LAN communications to outside departments, including County-wide E-mail, Internet access, home dial-up capability, and on-line certification of eligibles. Research the possibility of establishing a County DHR Web Page. Provide system enhancements for the Payroll and Retirement Systems through the re-installation of a new "real time" release of GENESYS software and Gen Link.

**7. Employee Retirement**

Implement recommendations included in the independent and fiduciary audit reports. Assist with the upgrade of the GENESYS DefBen pension software to become Year 2000 compatible. Review the potential for early payout of inactive OBRA members. Administer the increased number of retirements and deferred retirements resulting from the closure or takeover of various County functions. Continue implementing GENESYS enhancements and upgrades to the Retirement System's General Ledger and Accounts Payable systems. Continue converting retirees to Electronic Funds Transfer.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,858,767	\$ 2,085,048	\$ 2,132,984	\$ 47,936
Fringe Benefits	562,040	-60,229	-60,350	-121
Services	391,312	262,174	346,230	84,056
Commodities	43,915	52,384	55,762	3,378
Other Charges	18,273	18,000	23,500	5,500
Capital Outlay	17,951	39,713	58,170	18,457
Contractual Crosscharges	700,975	129,803	119,305	-10,498
Abatements	-300,233	-5,000	-5,000	0
<b>Total Expenditures</b>	<b>\$ 3,293,000</b>	<b>\$ 2,521,893</b>	<b>\$ 2,670,601</b>	<b>\$ 148,708</b>
<b>Total Revenue</b>	<b>\$ 631,502</b>	<b>\$ 761,304</b>	<b>\$ 741,941</b>	<b>\$ -19,363</b>
<b>Property Tax Levy</b>	<b>\$ 2,661,498</b>	<b>\$ 1,760,589</b>	<b>\$ 1,928,660</b>	<b>\$ 168,071</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$877,525 to \$2,638,114. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$701,612, to \$2,630,272, for a tax levy change of \$7,842.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Director's Office	Expenditure	\$ 1,359,095	\$ 569,363	\$ 818,759	\$ 249,396
	Abatement	257,913	5,000	5,000	0
	Revenue	<u>9,053</u>	<u>600</u>	<u>8,600</u>	<u>8,000</u>
	Tax Levy	\$ 1,092,129	\$ 563,763	\$ 805,159	\$ 241,396
Employee Group	Expenditure	\$ 289,489	\$ 231,743	\$ 203,068	\$ -28,675
	Abatement	21,153	0	0	0
	Revenue	<u>11,294</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>
	Tax Levy	\$ 257,042	\$ 227,743	\$ 199,068	\$ -28,675
Compensation	Expenditure	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
Employee Relations	Expenditure	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
Employment and Staffing	Expenditure	\$ 746,429	\$ 758,300	\$ 668,118	\$ -90,182
	Abatement	0	0	0	0
	Revenue	<u>44</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 746,385	\$ 758,300	\$ 668,118	\$ -90,182
Employee Retirement System	Expenditure	\$ 635,873	\$ 558,288	\$ 548,511	\$ -9,777
	Abatement	21,167	0	0	0
	Revenue	<u>611,111</u>	<u>756,704</u>	<u>729,341</u>	<u>-27,363</u>
	Tax Levy	\$ 3,595	\$ -198,416	\$ -180,830	\$ 17,586

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	47.8	48.4	49.1	0.7
Overtime Hours	2,669.1	0	0	0
Overtime Dollars	\$20,817.83	\$0	\$0	\$0

The Department of Human Resources personal services have been reduced by \$196,413 to establish a net salary budget that is 91.01% of gross wages. For 1997, the Department of Human Resources had a net salary budget that was 89.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	8.0	8.0	0.0
Clerical (F)	9.0	9.0	0.0
Paraprofessional (E)	10.0	10.0	0.0
Professional (B)	13.0	13.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	2.0	2.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Department of Human Resources includes the following divisions:

The **Director's Office** directs human resource programs, assigns projects and coordinates the work of the operating divisions; prepares the department budget and maintains budgetary controls; presents department recommendations to the Civil Service Commission and the Personnel Committee of the County Board; serves as staff to the Personnel Committee; analyzes and reports on legislation affecting the Human Resource function in Milwaukee County; directs the implementation of the automated personnel system; provides support and assistance in labor contract negotiations; and provides analysis and implementation of new approaches to human resource administration. The Director of Human Resources serves as ex-officio member of the Pension Board, and the Deputy Director serves as ex-officio secretary of the Civil Service Commission.

**Employee Group Benefits** provides on-going analyses of all current employee benefits and new benefit options while administering the Conventional Medical and Dental Plans, Health and Dental Maintenance Organization Plans, Basic and Optional Life Insurance Plans, Short-Term Disability Medicare and the Dependent Care Voucher Reimbursement Program. In addition, this division maintains enrollment records for active and retired employee members and their

dependents; confers and corresponds with County officials, employees, retirees, the public and industry-related agencies regarding benefits programs; monitors WPS on medical and dental claim payments and CNR for utilization review services; administers special projects relating to cost-containment and employee wellness; and directs the Employee Assistance Program for personal/behavioral/medical problems affecting job performance.

**Compensation** studies requests for reallocations, changes in compensation policies and practices and calculates the fiscal impact of these actions. The unit also processes filling of vacant positions; maintains current salary and classification standardization schedules; maintains salary provisions mandated by labor contracts or County ordinances; maintains and implements provisions of the Executive Compensation Plan; prepares changes to County ordinances reflecting various personnel actions; processes and edits a variety of payroll/personnel transactions; maintains position control and payroll records; maintains employee personnel records; and processes employee unemployment compensation claims.

**Employment Relations** function is to assist in the design and implementation of Milwaukee County's Equal Employment Opportunity Program. Activities of the unit include compiling information on the status of various

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

groups in the County classified and unclassified service; reviewing class specifications to ensure accuracy and job relatedness of requirements; and evaluating County personnel procedures to insure compliance with equal opportunity guidelines. This unit also develops reports necessary to comply with State and Federal requirements and the Federal Court Order, develops and conducts affirmative action training and sexual harassment prevention programs, and assists departments in developing upward mobility training programs. This unit develops, coordinates, and directs employee in-service training programs; administers the tuition loan program; assesses County training needs and priorities; and assists other County departments with specialized training applications.

*Employment and Staffing* develops, administers and monitors employee selection processes for all positions in the Milwaukee County Classified Service. This effort includes the assessment of job specifications and minimum qualifications; the strategy and coordination of recruitment efforts; the development and administration of applicant examinations; and the certification of qualified candidates to department heads and appointing authorities. Implicit in this activity is the responsibility of administering employee selection in compliance with prevailing Milwaukee County, State, Federal and labor-negotiated parameters, any or all of which may impact related hiring procedures, e.g., transfer, layoff, promotion, demotion, reinstatement, and salary adjustment obligations. In addition, the Employment and Staffing Division is responsible for activities supporting the retention of employees within the Milwaukee County Classified Service, as well as the maintenance of appropriate records and reports.

*Employee Retirement* administers the Milwaukee County Employee Retirement System, manages the funds of the Retirement System, and maintains the general ledger and related books of the Retirement System. The unit also maintains enrollment, service and salary records for Retirement System members; calculates retirement and death benefits; processes monthly pension payroll; and prepares withdrawals for terminating members. In addition, the Employee Retirement System Director serves as Secretary of the Pension Board.

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- None.

### DIRECTOR'S OFFICE

- An appropriation of \$12,000 is included for replacement of the department's 13 year-old desk chairs which pose safety hazards because of their advanced stages of disrepair, and \$5,706 is included to replace an obsolete small copier which has greatly exceeded its life expectancy.
- Included in this budget is \$8,000 in revenue received from the County's deferred compensation administrator for office space rental.
- Prior to 1998, the Sheriff's Department performed background checks on new employees; however, since background checks are not identified in Chapter 19 of the County General Ordinances as a duty of the Sheriff's Department, a change to the ordinance is required to permit the Sheriff's Department to perform the background checks. An appropriation of \$10,000 is required to contract with the State to perform the background checks.

### EMPLOYEE BENEFITS

- None

### COMPENSATION

- None

### EMPLOYMENT RELATIONS

- An appropriation of \$50,000 for ECP, Supervisory and Managerial training is included for 1998.

### EMPLOYMENT & STAFFING

- Appropriations totaling \$49,000 are budgeted for continued technical assistance in the selection process, primarily due to the need for psychological testing required for positions assigned to the Criminal Justice Facility.

### EMPLOYEE RETIREMENT SYSTEM

- Revenues reimbursing DHR for Employee Retirement Division administrative expenses, including fringe benefits, space rental and IMSD crosscharges, are contained in the 1998 budget.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>A. Employee Group Benefits</b>				
Health, Dental, Life Premiums Collected	\$ 3,440,286	\$ 3,491,061	\$ 3,576,408	\$ 4,962,510
Employee COBRA Payments	\$ 405,521	\$ 37,058	\$ 172,900	\$ 192,188
Group Benefit Plans Administered	10	13	13	12
Health Plan Contracts	-	11,264	11,463	11,250
Dental Plan Contracts	-	6,076	6,273	6,330
HCN PPO Savings Realized	\$ 5,800,262	\$ 6,524,053	\$ 6,000,000	\$ 6,500,000
Lives Insured	11,200	10,695	10,791	10,645
Life Insurance Claims Administered	172	207	190	200
Medicare Notifications Issued	269	283	290	274
<b>B. Compensation</b>				
Payroll Corrections Processed	6,000	5,584	6,000	6,000
Payroll/Personnel Transactions Processed	20,000	15,551	20,000	16,000
Employment Verifications	6,000	8,874	9,000	9,000
Personnel File Maintenance	-	37,409	37,000	37,000
Classifications Surveyed	500	475	500	500
Timesheet Exceptions Monitored	9,000	10,032	9,000	9,000
Timesheet Exceptions Corrected	1,600	1,120	1,500	1,100
TAHC Forms Processed	900	1,314	1,200	1,400
Unemployment Compensation Forms Processed	4,500	4,245	3,500	4,000
Unemployment Compensation Payments Issued	16,000	14,513	12,000	14,000
Unemployment Compensation New Claimants	1,000	776	700	700
Data Element Update Transactions	-	68,503	64,500	65,000
<b>C. Employment Relations</b>				
ER/AA Complaints/Investigations	190	162	170	150
New Employee Orientations	30	30	28	30
Employee Training Classes	50	55	60	60
Training Class Participants	3,500	3,000	3,500	3,000
Tuition Loans	280	290	300	325

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>D. Employment/Staffing</b>				
Total Applications Received	20,000	13,793	15,000	12,000
Exams Announced	150	117	100	100
Exams Administered	350	523	400	400
Exam Analysis Review	150	117	100	75
Certification Requests Processed	1,300	1,090	700	800
Candidates Certified	17,000	16,490	14,000	13,000
New Positions Studied for Proper Classifications	350	82	150	100
Existing Positions Studied for Proper Classification	425	81	400	150
Layoff/Placements	300	89	300	300
Transfers Processed	-	236	-	700
<b>E. Retirement Division</b>				
Total Retirement System Assets (in millions) December 31	\$ 1,300.0	\$ 1,318.7	\$ 1,400.0	\$ 1,500.0
Active Members 1/1	11,296	10,890	11,250	10,170
New Enrollments	600	331	500	500
5-Year Terminations	-	142	-	150
Withdrawals	25	14	25	25
Deaths of Active Members	15	14	15	15
Retirements Granted	100	85	250	350
Active Members 12/31	11,756	10,960	11,460	10,130
Retirement Members 1/1	6,680	6,870	6,820	6,900
Benefits Granted	100	85	250	350
Benefits Terminated	150	260	150	250
Retirement Members 12/31	6,630	6,695	6,920	7,000
<b>F. Management Information Systems</b>				
System Support Days	440	330	330	330
Ad Hoc Reports	100	73	175	100
Mailing Label Requests	30	19	20	20
Examination Scoring Requests	30	54	50	50
Support/Training Requests	55	50	40	50
Systems Maintenance Requests	60	49	30	50
Application Development/Program Requests (New)	30	31	20	30



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

UNIT NO. 1150

FUND: Internal Service - 400000

## OPERATING AUTHORITY & PURPOSE

The Department of Administration is created pursuant to Section 59.52(1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. Risk Management is responsible for administering the County's risk management program. Section 59.52(11)(a) of the Wisconsin Statutes authorizes the County to provide public liability and property damage insurance, either in commercial companies or by self-insurance created by setting up an annual fund for such a purpose, or by a combination thereof, covering without exclusion because of enumeration, motor vehicles, malfeasance of professional employees, maintenance and operation of County highways, parks, parkways and airports, and other County activities involving the possibility of damage to the general public, and provide fire and casualty insurance for all County property. Section 59.52 (11)(d) of the Wisconsin Statutes authorizes the County to provide for the protection of the County and public against loss or damage resulting from the act, neglect or default of County officers, department administrators and employees, and to contract for and procure bonds or contracts of insurance to accomplish that purpose, either from commercial companies or by self-insurance created by setting up an annual fund for such purpose or by a combination thereof. Section 65.90(6) of the Wisconsin Statutes allows any county having a population of 500,000 or more to establish, maintain and levy a tax for a liability reserve fund for the purpose of

paying liability claims or premiums on insurance to pay such claims. The annual taxes levied for the purpose may not exceed the level necessary to collect the amount recommended by an actuary, in accordance with generally accepted actuarial principles.

## OBJECTIVES

1. Identify property, liability, net income and personnel losses which affect life and property safety of Milwaukee County, and identify, analyze, select and implement alternate risk financing methods most economical to Milwaukee County.
2. Maintain a central data base for property, liability, net income and personnel losses to effectively develop past loss information, in order to forecast and trend future losses to establish consistent cash flow needs and equitable internal cost allocation.
3. Reduce loss frequency and severity through a program of loss analysis, loss prevention and loss reduction.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 320,027	\$ 347,810	\$ 356,484	\$ 8,674
Fringe Benefits Crosscharges	83,728	0	0	0
Services	80,291	76,190	74,632	-1,558
Commodities	7,108	10,384	17,615	7,231
Other Charges	5,958,548	5,770,290	5,371,808	-398,482
Capital Outlay	12,625	8,100	34,000	25,900
Contractual Crosscharges	94,608	1,541	0	-1,541
Abatements	-262,650	-130,000	-130,000	0
<b>Total Expenditures</b>	<b>\$ 6,294,285</b>	<b>\$ 6,084,315</b>	<b>\$ 5,724,539</b>	<b>\$ -359,776</b>
<b>Direct Revenue</b>	<b>\$ 6,294,286</b>	<b>\$ 6,261,833</b>	<b>\$ 5,910,950</b>	<b>\$ -350,883</b>
<b>Property Tax Levy</b>	<b>\$ -1</b>	<b>\$ -177,518</b>	<b>\$ -186,411</b>	<b>\$ -8,893</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$177,518 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$186,411, to \$0, for a tax levy change of \$0.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	17.0	0.0	0.0	0.0
Overtime Dollars	\$59	\$0	\$0	\$0

The Department of Administration-Risk Management personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Risk Management had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Risk Management Section includes the following sections: Administration, Self-Insurance, Insurance Policy and Services, and Claims Management (Workers' Compensation).

The **Administration Section** supervises the professional staff, coordinates activities between departments, submits reports, reviews contracts for liability exposures, and prepares budget documents. The unit is responsible for internal service fund accounting and cost allocations to departments. County-wide loss control activities are also administered by this section.

The **Self-Insurance Section** is responsible for property, general and automobile liability claim reporting, loss analysis, claim data and financing of self-retained losses.

The **Insurance Policy and Services Section** is responsible for selection of brokers, requests for proposals, determination of deductibles, limits and coverage, researching the market, and negotiating with brokers and companies for bundled and unbundled insurance services.

The **Claims Management Section** is responsible for administering the Workers' Compensation claims of employees who sustain job-related injuries, for medical-only

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

and lost-time claims, and coordination of the return-to-work program. In addition, a data base is maintained for all claims.

**BUDGET HIGHLIGHTS**

**ADMINISTRATION**

- An appropriation of \$34,000 is included for replacement data processing equipment due to vendor/system upgrades which require the purchase of equipment.

**SELF-INSURANCE**

- An increase in property claims results in an expenditure increase of \$11,076.

**INSURANCE POLICY AND SERVICES**

- Premium decreases of \$83,347 result from decreases in property, crime, energy systems and airport liability insurance premiums.

**CLAIMS MANAGEMENT  
(WORKERS' COMPENSATION)**

- Workers' Compensation increases of \$21,912 result from statutory benefit increases of 3.2% and the analysis of recent case rulings by administrative law judges, offset by decreases of \$125,900 in the claim fund reserve, resulting in a reduction of \$103,988. An additional reduction of \$200,000 results from a review of reserve requirements for Workers Compensation claims.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Risk Financing Cost</u>				
Retained Losses (Self-Insured)	\$ 1,239,570	\$ 1,787,590	\$ 931,033	\$ 942,109
Net Insurance Premiums	\$ 1,139,814	\$ 819,194	\$ 1,501,921	\$ 1,418,574
Workers' Compensation Claims Processed	2,000	1,190	1,500	1,600
Dollar Amount of Claims Processed	\$ 2,681,948	\$ 3,088,794	\$ 3,203,988	\$ 2,900,000



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Department of Administration is created pursuant to Section 59.52 (1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. The position of Director of the Department of Administration is authorized in the Fiscal Affairs Division and is responsible for the execution of the duties and powers assigned to the department as specified in Chapter 32 of the County General Ordinances for the major divisions of Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Fiscal Affairs Division is responsible for preparing and monitoring the County's annual operating and capital budgets and for preparing the County's Official Statements relating to debt issuance. It performs the County's accounting functions, which include centralized

payroll, accounts payable, preparation of County financial statements, and determination of financial and cost accounting policies.

**OBJECTIVES**

1. Maintain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for Milwaukee County's 1997 Comprehensive Annual Financial Report.
2. Develop and implement the new Automated Budgetary and Accounting System.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,833,480	\$ 1,928,966	\$ 1,905,893	\$ -23,073
Fringe Benefits	564,146	0	0	0
Services	43,440	160,508	48,353	-112,155
Commodities	20,157	36,100	32,594	-3,506
Other Charges	1,045	1,200	1,200	0
Capital Outlay	43,093	0	0	0
Contractual Crosscharges	1,000,082	23,311	20,363	-2,948
Abatements	-187,953	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,317,490</b>	<b>\$ 2,150,085</b>	<b>\$ 2,008,403</b>	<b>\$ -141,682</b>
<b>Total Revenue</b>	<b>\$ 6,520</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>	<b>\$ 1,000</b>
<b>Property Tax Levy</b>	<b>\$ 3,310,970</b>	<b>\$ 2,145,085</b>	<b>\$ 2,002,403</b>	<b>\$ -142,682</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,099,384 to \$3,244,469. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$1,323,078, to \$3,325,481, for a tax levy change of \$81,012.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 697,286	\$ 656,136	\$ 524,224	\$ -131,912
	Abatement	39,880	0	0	0
	Revenue	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 657,341	\$ 656,136	\$ 524,224	\$ -131,912
Budget Analysis	Expenditure	\$ 955,701	\$ 481,663	\$ 491,438	\$ 9,775
	Abatement	66,129	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 889,572	\$ 481,663	\$ 491,438	\$ 9,775
Accounting	Expenditure	\$ 1,852,456	\$ 1,012,286	\$ 992,741	\$ -19,545
	Abatement	81,944	0	0	0
	Revenue	<u>6,455</u>	<u>5,000</u>	<u>6,000</u>	<u>1,000</u>
	Tax Levy	\$ 1,764,057	\$ 1,007,286	\$ 986,741	\$ -20,545

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	43.4	43.6	42.1	-1.5
Overtime Hours	1,670.2	0.0	0.0	0.0
Overtime Dollars	\$1,884.75	\$0	\$0	\$0

Department of Administration-Administration & Fiscal Affairs Division personal services have been reduced by \$179,625 to establish a net salary budget that is 90.82% of gross wages. For 1997, the Department of Administration-Administration & Fiscal Affairs Division had a net salary budget that was 93.87% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	16.0	16.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	18.0	18.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

**Administration.** The Director is responsible for coordinating the operations of the divisions comprising the Department of Administration including Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Director is also responsible for the Risk Management Section.

The **Budget Section's** primary responsibilities are budget preparation and budget control for both operations and capital. All budget requests are analyzed and recommendations submitted to the County Executive. Assistance is provided both to the County Executive in preparing and presenting the Executive budget, and to the Finance Committee in its review of the County Executive's recommended budget, including the preparation of budget amendments approved by the Finance Committee and by the County Board. During the year, all appropriation transfer requests are analyzed and a recommendation submitted to the County Executive. In cooperation with the Accounting Section, County departmental accounts are analyzed to determine potential expenditure deficits or revenue shortfalls, with department administrators required to submit a corrective plan of action. Other major duties include (a) the study of all new position requests, with reports and recommendations submitted to County Board committees; (b) fiscal studies for the County Executive and County Board committees, including fiscal impact of legislative bills; and (c) special studies for the County Executive and County Board committees.

**Central Accounting** functions include Accounting Administration, Accounting, Accounts Payable and Payroll. A brief description of the responsibilities of each area follows:

Accounting Administration is responsible for the overall management and coordination of Central Accounting activities; the development of special studies and reports and technical assistance to both Central Accounting and other County departments; and the publishing of the Comprehensive Annual Financial Report and the Single Audit Report.

Accounting is responsible for the timely and accurate preparation of County-wide monthly financial reports; publication of the Comprehensive Annual Financial Report, the State of Wisconsin Financial Report Form, and the Single Audit Report; and development of the indirect cost allocation plan. In addition, Accounting is responsible for adherence to generally accepted accounting principles; the development and maintenance of the County's general ledger system (FIRMS), the fixed-asset system, and the grant system; conducting budget performance reviews on an ongoing basis to identify potential year-end deficits so that these problems can be resolved in a timely manner; and ongoing training and technical assistance to departments.

Accounts Payable is responsible for establishment of County-wide payment procedures, coordination with the Procurement Division, encumbrance of purchases, payment of vendor invoices, development and maintenance of the accounts payable system, and technical assistance to departments. In addition, Accounts Payable monitors payments to ensure that purchasing regulations have been followed by departments and monitors unencumbered appropriation balances to ensure that the County has sufficient appropriations available for each payment.

Payroll is responsible for establishment of County-wide payroll procedures, coordination with the Department of Human Resources, preparation of payroll checks, maintenance of all earnings and deductions records, ensuring that County payroll practices meet Federal, State and contractual requirements, filing of all required Federal and State reports on a timely basis, and the development and maintenance of the payroll system.

**BUDGET HIGHLIGHTS**

- Appropriations are reduced \$100,000 due to elimination of the one-time cost for developing a strategic plan for Milwaukee County. However, in order to utilize unspent 1997 funds, estimated to be \$75,000, the following actions will be initiated: The unspent balance of the \$100,000 appropriation (approximately \$75,000) will be transferred from the Department of Administration-

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

Administration & Fiscal Affairs Division to the Department of Administration-Information Management Services Division (IMSD) during 1997 to purchase equipment included in the 1998 County Executive Recommended MSD budget, including miscellaneous radio spare parts and/or accessories for mobile or portable radios, Local Area Network (LAN) workstations, Records Center shelving, workstations and printer, upgrades for the Graphics Network and various printers. In 1998, a corresponding appropriation will be transferred from IMSD's equipment budget, assuming its approval as part of the 1998 Adopted Budget, to the Fiscal Affairs Division budget to allow continued

strategic planning activities for Milwaukee County. The use of this appropriation will be determined following the completion of a strategic simulation exercise that is now being planned for mid-November, 1997. It is anticipated that strategic planning will continue to be planned jointly by the Executive and Legislative branches of County government.

- Tax levy is reduced \$42,682 as a result of salaries and wages account decreases due to fiscal constraints.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>A. <u>Budget</u></b>				
Budgets Analyzed				
Operating	50	50	45	45
Non-Departmental	51	52	43	43
Capital	16	16	16	16
<b>B. <u>Accounting</u></b>				
Revenue Transactions	125,000	117,690	122,000	122,000
Journal Entries	490,000	438,931	475,000	475,000
Work Authorizations	9,000	6,979	8,200	7,200
<b>C. <u>Accounts Payable</u></b>				
Checks Written	103,000	98,557	100,000	100,000
Encumbrance Transactions	100,000	107,011	100,000	100,000
Payment Transactions	215,000	225,636	215,000	225,000
<b>D. <u>Payroll</u></b>				
Number of Employees' W-2s Processed	11,800	9,365	10,700	9,300
Number of Payroll Items Issued	200,000	184,000	190,000	180,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
**PROCUREMENT DIVISION**

**UNIT NO.** 1152  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administration is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Public Works. The Procurement Division is also authorized to develop standards, prepare specifications, sign and issue contracts and purchase orders, process Request for Proposals, dispose of surplus or obsolete supplies, materials, or equipment by sale or transfer between departments.

Additionally, with the assistance of the Disadvantaged Business Development Division, the Procurement Division provides M/WBE's an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

**OBJECTIVES**

1. Provide County departments, institutions, and agencies technical assistance and other support designed to satisfy procurement needs, resolve vendor performance issues, and add value to their overall operations.
2. If feasible, fully implement the Purchasing Card Program throughout Milwaukee County.
3. Implement an automated information delivery system to electronically distribute solicitation and procurement information to vendors, including notification of proposed awards to vendors by facsimile, as well as certified mail.
4. Continue to use the bid reservation authority of Chapter 32 to increase M/WBE participation in the procurement process and progress toward the 17% goal.
5. Participate as the lead agency in V.A.L.U.E. (Volume Acquisition and Large Uniform Expenditures), a non-profit organization comprised of local government entities in Southeastern Wisconsin and affiliated with the National Institute of Government Purchasing.
6. Pursue all opportunities to automate and streamline purchasing procedures.
7. Participate in implementation of the Automated Budget Accounting and Cost Utilization System (ABACUS) project.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 453,175	\$ 550,835	\$ 547,348	\$ -3,487
Fringe Benefits	144,692	0	0	0
Services	133,560	147,038	145,002	-2,036
Commodities	37,856	12,805	12,805	0
Other Charges	14	0	0	0
Capital Outlay	0	5,706	0	-5,706
Contractual Crosscharges	140,647	15,107	14,834	-273
Abatements	-307	0	0	0
<b>Total Expenditures</b>	<b>\$ 909,637</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>
<b>Total Revenue</b>	<b>\$ 477</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 909,160</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$247,205 to \$978,696. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$251,069, to \$971,058, for a tax levy change of \$-7,638.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Position Equivalent	12.9	13.1	13.0	-0.1
Overtime Hours	66	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

The Department of Administration-Procurement Division personal services have been reduced by \$24,904 to establish a net salary budget that is 95.33% of gross wages. For 1997, the Department of Administration-Procurement Division had a net salary budget that was 96.44% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	5.0	5.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
 PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<u>Purchasing Section</u>				
Blanket Order Releases Processed	18,000	18,379	18,000	18,000
Purchase Orders Issued	5,500	5,041	5,500	5,500
Value of Purchase Orders (\$ Million)	\$ 60.0	\$ 79.8	\$ 60.0	\$ 65.0
Departmental Purchase Orders	18,000	13,800	14,000	10,000
Formal Bids Issued	100	171	150	160
Request for Proposals Issued	0	18	20	25
Informal Bids and Quotes Issued	450	421	450	450
General Awards	5,000	3,692	5,000	4,500
<u>Disadvantaged Business Enterprise - GOAL</u>				
Dollar Amount of Procurements				
Awarded to MBE/WBE Vendors	\$ 8,500,000	\$ 1,685,238	\$ 8,500,000	\$ 9,350,000



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

## OPERATING AUTHORITY & PURPOSE

The Information Management Services Division (IMSD) of the Department of Administration consists of ten functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services, Records Management Services, Technical Support Services, Operations Services, Radio Communications Services, Fiscal and Policy Compliance Services, and Administrative Support and Intern Services. Central data processing services for Milwaukee County are authorized by Section 32.64 of the Milwaukee County Ordinances. Section 37.62 authorizes Graphic Reproduction Services. Sections 32.65 and 32.66 authorizes the Records Center and Records Management Services.

## OBJECTIVES

IMSD's mission is to create and sustain business value for Milwaukee County by: 1) identifying opportunities for providing internal support within County departments, 2) providing, operating and maintaining the information, data and telecommunications infrastructure, 3) delivering systems, components and services, and 4) supporting customers and employees. IMSD's mission will be supported by resource planning and management (people, money and time) and administrative activities.

A critical component of IMSD's mission is customer support. A high standard of customer service is expected of each IMSD group. Prompt and quality responses are vital. Components of customer service are: Help Desk (including the CCAP Help Desk), vendor support (including contract management), remote support, on-site support, and disaster recovery support.

To accomplish IMSD's mission, the following objectives are established:

- 1) *Provide effective voice communications services to County departments.* The performance goal of Voice Communications Services will be measured by the following standard: 90% of requests for adds/moves/changes are completed within 14 days, 9% are completed within 21 days and the remaining 1% are contracted out and completed within 21 days.
- 2) *Attempt to reduce the number of report pages printed by at least 10% by promoting the use of online viewing.* This objective is the responsibility of Operations Services.
- 3) *Effectively coordinate vendor services and educate clients in planning for disaster recovery.* This objective is the responsibility of Operations Services.

As directed by the County Board of Supervisors in May, 1997, IMSD will develop and manage the implementation and evolution of Milwaukee County's 5-Year Information Technology Strategic plan; ensure that new projects fit into its evolution as much as possible; develop an appropriate planning and control system to link information technology firmly to the County's short-term and long-range goals; ensure that, for potential information technology projects of any size, internal development versus purchase is compared. The plan identifies six Critical Success Factors for Milwaukee County:

- Establishing a County-wide technical infrastructure by mid-1998
- Providing an accurate, reliable and consolidated Financial/Budget system by early 1999
- Reducing costs through effective use of technology
- Providing accurate, reliable and efficient service to its clients/users
- Reducing redundancy and increasing operational efficiency
- Establishing flexibility to participate in State programs, i.e., W2, KIDS, Courts, Juvenile programs

To accomplish this mission, the following objectives are established:

- 4) *Develop and effectively administer a set of standards that establishes: telecommunications standards; software applications language standards and platform (system architecture) standards; equipment specifications and platforms; system documentation procedures; a corporate data dictionary; file maintenance standards and procedures; and procedures for evaluating departmental systems to ensure that they do not conflict with County-wide needs and that any necessary interfaces are constructed. Facilitate the creation and evolution of standards for development and operations activities, and ensure that the standards are applied appropriately.*
- 5) *Plan the migration to a standard telecommunications transport technology (TCP/IP) for law enforcement's TIME system.* This plan will be the responsibility of Applications Services.
- 6) *Continue the efforts to facilitate sharing of information County-wide by consolidating and upgrading networks, and connecting them to the County's SONET fiber optic ring.* It is anticipated that 20% of the *technical* infrastructure as recommended in the Strategic Plan will be implemented in 1998.
- 7) *Begin implementation of the standardized information infrastructure (electronic mail, a uniform desktop*

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

- applications suite, and groupware) as recommended in the Strategic Plan. It is anticipated that 20% of the information infrastructure as recommended in the Strategic Plan will be implemented in 1998.
- 8) Complete several anticipated enhancements to the CJIS District Attorney system, Citations system and the link to CCAP.
  - 9) In Applications Services, provide responsive participation to the ABACUS Project. Staff will participate in the upgrade or rewrite of the Genesys System.
  - 10) In Applications Services, effectively manage the capital project effort to install a new Juvenile Information Management System (JIMS) to be used by the Department of Human Services and District Attorney and to be linked to CCAP.
  - 11) In Applications Services, participate in planning for a client server based version of the TIME system used by law enforcement.
  - 12) In Graphics Services, continue the efforts to educate departments and facilitate transmission of documents to its Docutech system for mass production.
  - 13) In Records Management Services, develop a remote access method to enable departments to access its master index of stored documents.
  - 14) As directed by the Civic Network Management Committee, complete the development of and administer the County's Internet presence.
- IMSD will also work to establish appropriate information technology staffing and career paths throughout the organization. To accomplish this objective, IMSD will initiate the following goals or actions:
- 15) Working with the Department of Human Resources, continue the efforts to revitalize information technology human resources County-wide.
  - 16) Provide effective formal and practical application training to its staff to improve flexibility and cross-functioning.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 2,469,930	3,791,950	\$ 4,087,107	\$ 295,157
Fringe Benefits	751,552	0	0	0
Services	4,438,387	5,223,892	5,456,882	232,990
Commodities	216,371	336,921	317,965	-18,956
Other Charges	1,047,688	1,081,154	998,066	-83,088
Capital Outlay	133,660	272,200	130,100	-142,100
Contractual Crosscharges	988,967	1,181,345	1,528,064	346,719
Abatements	-448,954	-658,535	-958,554	-300,019
<b>Total Expenditures</b>	<b>\$ 9,597,601</b>	<b>\$ 11,228,927</b>	<b>\$ 11,559,630</b>	<b>\$ 330,703</b>
Direct Revenue	\$ 951,831	\$ 755,982	\$ 633,390	\$ -122,592
Indirect Revenue	8,645,770	0	0	0
<b>Total Revenue</b>	<b>\$ 9,597,601</b>	<b>\$ 755,982</b>	<b>\$ 633,390</b>	<b>\$ -122,592</b>
<b>Property Tax Levy</b>	<b>\$ 0 #</b>	<b>\$ 10,472,945</b>	<b>\$ 10,926,240</b>	<b>\$ 453,295</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$3,632,366 to \$14,105,311. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$1,497,186, to \$12,423,426, for a tax levy change of \$1,681,885.

# Prior to 1997, IMSD expenditures were completely charged to using departments, resulting in \$0 tax levy within IMSD. The policy charging out IMSD expenditures to using departments was changed in 1997 and IMSD tax levy is now identified within the IMSD budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Information Processing Services	Expenditure	\$ 5,643,590	\$ 7,423,655	\$ 8,095,325	\$ 671,670
	Abatement	295,304	612,039	911,527	299,488
	Revenue	<u>5,347,648</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 638	\$ 6,811,616	\$ 7,183,798	\$ 372,182
Graphics Services	Expenditure	\$ 1,020,894	\$ 793,658	\$ 873,636	\$ 79,978
	Abatement	44,764	0	0	0
	Revenue	<u>977,099</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -969	\$ 793,658	\$ 873,636	\$ 79,978
Voice Communication Services	Expenditure	\$ 2,392,205	\$ 2,245,038	\$ 2,103,753	\$ -141,285
	Abatement	43,835	0	0	0
	Revenue	<u>2,348,033</u>	<u>755,982</u>	<u>633,210</u>	<u>-122,772</u>
	Tax Levy	\$ 337	\$ 1,489,056	\$ 1,470,543	\$ -18,513
Radio Communication Services	Expenditure	\$ 595,920	\$ 1,091,344	\$ 1,045,360	\$ -45,984
	Abatement	7,201	46,496	47,027	531
	Revenue	<u>588,720</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -1	\$ 1,044,848	\$ 998,333	\$ -46,515
Record Management Services	Expenditure	\$ 393,946	\$ 333,767	\$ 400,110	\$ 66,343
	Abatement	57,850	0	0	0
	Revenue	<u>336,101</u>	<u>0</u>	<u>180</u>	<u>180</u>
	Tax Levy	\$ -5	\$ 333,767	\$ 399,930	\$ 66,163

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	62.6	80.9	85.5	4.6
Overtime Hours	5,924.1	2,943.0	3,016.0	73.0
Overtime Dollars	\$111,361	\$80,497	\$84,276	\$3,779

Department of Administration-Information Management Services Division personal services have been reduced by \$357,252 to establish a net salary budget that is 91.24% of gross wages. For 1997, the Department of Administration-Information Management Services Division had a net salary budget that was 89.48% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>PERSONNEL CLASSIFICATION</b> (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	29.0	29.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1.0	1.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	23.0	26.0	3.0
<b>TOTAL</b>	<b>69.0</b>	<b>72.0</b>	<b>3.0</b>

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
System Coordinator	Create	1 position	Network Tech Ser	\$ 65,525
DP Operations Technician II	Create	2 positions	Network Tech Ser	62,422
			<b>TOTAL</b>	<b>\$ 127,947</b>

**DEPARTMENT DESCRIPTION**

The Information Management Services Division (IMSD) of the Department of Administration consists of three areas of focus: Direct Client Services, Indirect Client Services, and Support Services. The Direct Client Services group consists of five functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services and Records Management Services. Indirect Client Services consists of three functional groups: Technical Support Services, Operations Services and Radio Communications Services. Support Services consists of two functional groups: Fiscal & Policy Compliance Services and Administrative Support and Intern Services.

**Direct Client Services** consists of those groups that provide a majority of their services at the clients' sites.

**Applications Services** provides services to departments relative to development, modification and maintenance of County-wide and multi-department large-scale or complex applications systems, including: the Civil/Criminal Justice Information System (C/CJIS), the Financial Information Resource Management System (FIRMS)—and its impending replacement system, the Payroll/Personnel System and its Year 2000-compliant new release, and the new Juvenile Information Management System (JIMS). Application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits,

development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Applications and Technical Support Services** provides research, purchase assistance, implementation, management and maintenance for local departmental systems, hardware and software; administers the County's information technology standards; and provides County-wide communications, local area network, and desktop support. The group consists of two subgroups: Network Applications Services and Network Technical Support Services.

**Network Applications Services** focuses on the development, implementation, and modification of departmental or local-area-network-specific applications systems. Network application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits, development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Technical Support Services** focuses on the implementation, management and maintenance of the infrastructure supporting the applications, and provides help desk services for County departments.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

*Voice Communications Services* administers the County's voice communications system, including the County's telephones, cellular and pager programs, and the County's telephone communications environment, systems and equipment. This group assists departments in acquiring additional telephone services, coordinates the installation of departmental telephone and data cabling, and administers the telecommunication system's service contracts.

*Graphics Services* provides high volume copying service and artistic design and forms management. Graphics facilitates and manages contracts for printing services to meet County department requirements for forms, brochures, newsletters and other materials. In 1997, Graphics assumed a new service: coordinating the management of Internet content and presentation consistency for departmental home pages.

*Records Management Services* provides consultation to County departments relative to effective records management (records retention policies, procedures and operations), and administers the central County-wide Records Center which provides off-site storage of departmental records which must be retained due to legal or programmatic requirements, but do not need to be immediately available to departmental staff.

*Indirect Client Services* Divisions are classified as indirect if the majority of their services are not provided at the client site.

*Technical Support Services*, working with the Operations Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group provides short-term and long-range planning in the areas of system capacity, performance improvements, disaster recovery, system security, and software installation and maintenance. The group also ensures mainframe connectivity to other agencies' mainframes and/or data centers, e.g., the State of Wisconsin, and from the Data Center to the point of local area network connection. Lastly, the group provides implementation, management and maintenance of the County's wide area transport infrastructure (the SONET fiber ring and its connection points).

*Operations Services*, working with the Technical Support Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group focuses on day-to-day operations (daily, weekly, biweekly, monthly, quarterly and annual job production), day-to-day system performance, equipment maintenance, preservation of environmental controls (generators, heating, cooling, etc.), and physical data center security.

*Radio Communications Services* provides administration of the County's 50-plus Federal Communications frequency licenses, the County's installed radio equipment and transmission facilities, and the conventional and 800 MHZ trunked radio systems. This unit also manages the 800 MHZ Phase II Capital Project.

## Support Services

*Fiscal & Policy Compliance Services* provides overall direction, coordination and planning for effective fiscal management (capital and operating budget preparation and monitoring), and policy compliance (contract monitoring and ensuring responsiveness in reporting to elected officials and other departments as established by policy or County Board action).

*Administrative Support and Intern Services* provides overall support of the division's operating requirements, e.g., recruitment, payroll processing, purchasing management, and clerical support. Intern Services provides part-time individuals in support of the division's other functional groups.

## BUDGET HIGHLIGHTS

- The following increases are directly related to the effective provision of services and the implementation of Milwaukee County's 5-Year Strategic Plan, including the Year 2000 system compliance initiative:
  - Personal Services increases by \$295,157 and Data Processing Professional Services increases by \$138,500 due to IMSD's full-scale effort to execute corrective actions for those systems and hardware that are not Year 2000 compliant. (This effort is in addition to the Capital Project 1873 to achieve compliance in financial and payroll systems.) It is anticipated that these appropriations will permit completion of 50% of the Year 2000 compliance problems during 1998. The Year 2000 initiative will be staffed by Applications Services, Network Applications and Technical Support Services and Technical Support Services. This effort includes the modification or replacement of several key systems (Genesys, FIRMS, District Attorney, juvenile justice, Citations, POSSE, warrants processing, C/CJIS "true name" modifications, Violation of Parole (VOP) modifications, CCAP links and interfaces, TIME, and miscellaneous small systems). The remaining Year 2000 compliance effort will be completed in 1999.
  - Data Processing Education increases \$40,960 due to the need to increase IMSD's staff skills. This training will maximize the ability of in-house staff to

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

effectively complete Year 2000 compliance activities, and minimize the need for long-term third party data processing services.

- Software decreases \$23,328 due to inclusion of needed software in the ABACUS capital project.
- The Justice Information Systems Division (JISD) is restructured within IMSD. IMSD crosscharges to its internal servicing units reflects IMSD's shared use of management and support personnel that were previously only used by the Justice Information Systems Division (JISD).

• \$65,525 Create 1 System Coordinator

One position of System Coordinator is created at a cost of \$65,525 to provide network applications development support to the County Health Related Programs (CHRP). The System Coordinator will redesign the Paramedic data base and will provide support to other County departments on an "as available" basis.

• \$62,422 Transfer 2 Data Processing Operations Technician II

Two positions of Data Processing Operations Technician II are transferred from the Department of Human Services to IMSD to continue centralization of the data processing function which began in 1997 with the transfer of staff from the Courts and the Department of Public Works. Centralization of the data processing function streamlines the operation and provides for more efficient and effective utilization of available resources. Transfer of these two positions results in no net County-wide tax levy change.

- The 1998 capital improvement budget includes an appropriation of \$1,031,000 for data processing equipment to be purchased as part of the FIRMS Replacement/Year 2000 Transition project (org. 1873). As a continuation of the policy established in the 1997 budget, equipment purchases shall be subject to review and approval of the IMSD Manager. The IMSD Manager will be responsible for reviewing department equipment needs, coordinating equipment purchases, and monitoring equipment after assignment to specific County departments. To provide for 1998 depreciation costs of \$125,000 and interest costs of \$37,800 for the

approximately 400 pieces of equipment to be purchased, the IMSD budget is increased \$162,800, offset by corresponding interest and depreciation abatements in other non-departmental budgets, for a zero County-wide tax levy impact.

- Depreciation accounts decrease \$279,342 as a result of fully depreciating data center and miscellaneous networking equipment in 1997.
- Software Lease and Licenses increases \$191,124 due to uncontrollable vendor maintenance licensing fees.
- The appropriation for DP Maintenance is reduced \$100,000. Because the new CMOS enterprise server comes with a two-year warranty, the need for maintenance for the server is eliminated.
- Private Funding decreases \$109,820 due to the pending completion of Froedtert Memorial Lutheran Hospital's (FMLH) new telephone switch. Upon completion of the new switch, FMLH will no longer use Milwaukee County's telephone services. FMLH will remain on the County's phone switch through the beginning of 1998 due to delays in purchasing their own switch.
- Other Professional Services decreases \$23,700 due to the November, 1997 completion of Milwaukee County's obligation to pay commissions to Property Valuation Associates (PVA).

## GRAPHICS SERVICES

- Computer Software (\$1,000), New Data Processing Equipment (\$7,000), and Data Processing Education (\$1,500) include funding for hardware and software upgrades, as well as staff training, to ensure prompt and quality customer responsiveness, minimize reliance on third party providers for design work and typesetting, and facilitate connectivity with County departments and Graphics Services.

## RECORDS MANAGEMENT SERVICES

- Computer Software includes \$2,970 and New Data Processing Equipment includes \$14,000 to purchase replacement workstations and a printer.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>Applications Development</b>				
Systems Needing Year 2000 Compliance (117 County-Wide)	N/A	N/A	0	58
<b>Graphics</b>				
Graphics Xerox Copies	11,000,000	9,991,211	11,250,000	11,250,000
Finishing (Number of Jobs)	N/A	2,554	1,000	2,000
Typesetting/Keyline (Number of Jobs)	1,000	1,118	900	1,000
Specifications (Number of Jobs)	2,500	2,138	2,500	2,100
Forms Control	1,400	1,626	1,400	1,500
Outside Vendor (Number of Jobs)	2,500	1,626	2,500	1,650
<b>Information Processing</b>				
Pages, Laser Printed Reports	17,825,060	12,723,425	18,000,000	14,580,125
Pages, Impact Printed Reports	977,500	1,125,200	650,000	650,000
<b>Network Services</b>				
Personal Computers which need to be upgraded, per 5-Year Strategic Plan (1,572 County-wide)	N/A	N/A	0	314
Network Servers which need to be upgraded per 5-Year Strategic Plan (115 County-wide)	N/A	N/A	0	23
<b>Records Center</b>				
Boxes in Storage	46,068	41,512	59,810	60,000
<b>Telecommunications</b>				
Service Calls	1,584	1,002	1,024	1,134
Adds, Moves and Changes	7,731	7,083	7,468	7,911



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of the Milwaukee County Ordinances, this department has the general responsibility for the negotiations and administration of all collective bargaining agreements, to establish labor relations training programs for supervisory staff, and to conduct on behalf of Milwaukee County all procedures ordered by the Wisconsin Employment Relations Commission, U.S. Department of Labor, or the Wisconsin Department of Industry, Labor and Human Relations. All matters relating to labor relations introduced to the County Board are referred to the Department of Labor Relations for its recommendation.

In addition to the foregoing, this department shall, under the direction of the Personnel Committee, carry out those procedural responsibilities delegated to that committee by Chapter 80 of the Milwaukee County Ordinances, and shall annually, in conjunction with the Department of Human Resources, review the wages, hours and conditions of employment of all employees not represented for purposes of collective bargaining and submit recommendations thereon to the County Board of Supervisors each year for the following year.

**OBJECTIVES**

1. To conclude collective bargaining with Milwaukee County's labor organizations.
2. To administer the new collective bargaining agreements reached with Milwaukee County's labor organizations.
3. To train and inform the supervisors, managers and administrators of Milwaukee County in the proper procedures, methods and practices of labor relations as these practices affect the workplace.
4. To continue to assist user departments in modifying and refining personnel policies which will increase productivity and efficiency of operations.
5. To continue to meet and discuss with the various unions the impact of the proposed Welfare Reform Legislation or reductions in State and Federal funding to Milwaukee County that may result in staffing level reductions.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 275,614	\$ 286,488	\$ 285,299	\$ -1,189
Fringe Benefits	87,309	0	0	0
Services	25,933	50,716	44,808	-5,908
Commodities	4,336	2,965	4,360	1,395
Capital Outlay	4,959	0	0	0
Contractual Crosscharges	37,914	4,785	3,494	-1,291
Abatements	-25,493	0	0	0
<b>Total Expenditures</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>
<b>Property Tax Levy</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$87,444 to \$432,398. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$125,116, to \$463,077, for a tax levy change of \$30,679.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	6.9	0.0	0.0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Labor Relations personal services have been reduced by \$23,890 to establish a net salary budget that is 91.79% of gross wages. For 1997, the Department of Labor Relations had a net salary budget that was 95.13% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Labor Contracts Expiring	10	10	0	0
Labor Negotiations (including wage reopeners, fact finding, arbitration, mediation)	24	59	24	24
Hearings - Permanent Umpire	48	54	48	36
Wisconsin Employment Relations Commission and Court Cases	30	2	30	15
Labor Relations Orientation/Training Sessions	25	7	40	40
Meetings - Personnel Matters with County Officials, Department Heads, County Board Committees, Boards, Employees	320	243	320	320
Meetings - Personnel Matters with Unions, Others	340	55	340	340
Available Days for Union Grievances	75	51	75	75



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** INTEREST ON DELINQUENT PROPERTY TAXES

**UNIT NO.** 1900-1133  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 74.47 (3)(d) of Wisconsin Statutes, all interest collected by the County Treasurer on other taxes and special assessments, both prior and subsequent to the

tax sale, shall be retained by the County Treasurer for the use of the County.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Interest and Penalty on Delinquent Property Taxes	\$ 1,224,625	\$ 1,475,000	\$ 1,475,000

Based on generally accepted accounting principles (GAAP), revenue in this account includes accrued interest and penalty earned and received. This revenue fluctuates from year to year, and is dependent on the amount of delinquent tax balances turned over to the Treasurer and how quickly those balances are paid. Interest and penalty decrease when balances are paid more quickly.

Prior years' actual revenue recorded over the last ten years has been as follows:

<u>Year</u>	<u>Amount</u>
1987	\$2,231,835
1988	1,975,401
1989	1,531,653
1990	1,740,595
1991	2,002,413
1992	2,417,290
1993	1,416,635
1994	1,419,460
1995	1,171,648
1996	1,224,625

The 1998 budget recommendation is based on the projection that delinquent tax levies will remain at the same level as 1997 delinquent levies.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** PROPERTY TAX REFUNDS

**UNIT NO.** 1900-8006  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 74.30 of Wisconsin Statutes, a taxation district is required to settle in full with its taxing units for collected and uncollected personal property taxes.

Pursuant to Sections 70.511 (2)(b), 74.33 and 74.35 of the Wisconsin Statutes, a taxpayer may file a claim for refund of property taxes paid if the reviewing authority reduces the value of the property in question.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Property Tax Refunds	\$ 111,823	\$ 125,000	\$ 125,000

This budget consists of two elements: 1) the chargeback of uncollected personal property taxes and 2) refunded/rescinded property taxes.

The County is required to pay taxing jurisdictions for their share of refunded/rescinded claims no later than February 15 of the year succeeding the State's November 15th determination. Prior years' actual expenditures are:

Personal property tax chargebacks for the last five years have been as follows:

<u>Year</u>	<u>Amount</u>
1992	\$ 58,496
1993	221,048
1994	166,448
1995	101,644
1996	99,648

<u>Year</u>	<u>Amount</u>
1992	\$23,197
1993	14,270
1994	6,203
1995	7,891
1996	12,175

Based on actual property tax refunds experienced for prior years, an appropriation of \$125,000 is recommended for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COMMUNITY RELATIONS - SOCIAL DEVELOPMENT COMMISSION

**UNIT NO.** 1900-8256  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to provisions of Section 66.433 of the Wisconsin Statutes and Chapter 77 of the General Ordinances of Milwaukee County, the County Board may appropriate money to defray the cost of operation of the Community Relations - Social Development Commission. The purpose of this commission is to study, analyze, and recommend solutions for the major social, economic, and cultural

problems which affect people residing or working within the County, including without restriction because of enumeration, problems of the family, youth, education, the aging, juvenile delinquency, health and zoning standards, and discrimination in housing, employment, and public accommodations and facilities on the basis of sex, class, race, religion, sexual orientation or ethnic or minority status.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Milwaukee County Share	\$ 0	\$ 0	\$ 117,628
Milwaukee County Share (Tax Levy)	\$ 0	\$ 0	\$ 117,628

- \$117,628 is budgeted for Milwaukee County's local match share required for the Social Development Commission's \$2,783,996 operating budget. This is the amount requested of Milwaukee County by the Social Development Commission.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MISCELLANEOUS LEGAL FEES**

**UNIT NO.1900-8405**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Miscellaneous Legal Fees	\$ 191,986	\$ 75,000	\$ 50,000

The purpose of this account is to provide an appropriation for payment of attorney fees and other legal costs. This account is subject to regular auditing by the Department of Audit. This non-departmental appropriation anticipates paying legal fees related to Moss-American, the Sheriff's lawsuit regarding probation and parole holds and the Mental Health lawsuits. Within this account, provision is made for tracking the costs by lawsuit.

	<u>1996</u> <u>Actual</u>
County Stadium	\$ 92,399
Probation and Parole	39,587
Mental Health	<u>60,000</u>
	\$ 191,986

A breakdown of 1996 legal fees and miscellaneous legal costs is listed in the adjoining column.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** UNCLAIMED MONEY

**UNIT NO.** 1900-4980  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.66 of Wisconsin Statutes, the County Treasurer is to publish a notice of the fact that the Treasurer's Office possesses unclaimed money. If no legal

claim is made within the time specified in such notice, all funds and interest earned are to be turned over to the General Fund of the County treasury.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Unclaimed Money	\$ 1,024,275	\$ 0	\$ 800,000

Under current law, court-related funds become revenue in even-numbered years. Previously, non-court-related funds became County revenue in odd-numbered years; now they will also become available in even-numbered years. In 1994, State law was changed to reduce the holding period

for non-court-related funds from ten years to one year making these funds available in even-numbered years. Based on this change, unclaimed monies of \$800,000 are anticipated for 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ETHICS BOARD

UNIT NO. 1905  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

On February 11, 1975, the County Board of Supervisors created Chapter 9 of the General Ordinances of Milwaukee County. This chapter establishes a Code of Ethics (Section 9.05) and a Board of Ethics (Section 9.07) which shall adopt guidelines and procedures necessary to carry out the provisions of the ordinance. The Board consists of six residents of Milwaukee County appointed by the County

Executive and confirmed by the County Board. The County Executive appoints, subject to confirmation by the County Board, an Executive Director who shall perform such duties as the Board assigns to him/her. The County Board shall provide such additional personnel as may be required in the administration of this Chapter.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Ethics Board	\$ 32,947	\$ 28,805	\$ 28,403

An appropriation of \$28,403 is provided to maintain the same level of service as provided in prior years.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** REVOLVING BAIL FUND PROJECT

**UNIT NO.** 1906  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Revolving Bail Fund Project	\$ 30,000	\$ 40,000	\$ 40,000

**BUDGET HIGHLIGHTS**

- The Revolving Bail Fund began in November, 1991 as an effort to reduce jail population by providing a revolving loan program for pretrial detainees unable to pay bail of \$1,000 or less.
- Funding provided in 1997 included \$25,000 for the services of a low bail fund officer and \$15,000 as the County contribution to the revolving loan pool.
- For 1998, Wisconsin Correctional Services, which administers the fund for the Benedict Center, requested a change in the distribution of the funding to the Revolving Bail Fund. WCS requested and received approval from the Benedict Center oversight committee
- to alter the distribution of funding to provide for a permanent part-time position to assist the case manager of the Revolving Bail Fund. 80% of funding, or \$32,000, will be provided for staff support. The remaining \$8,000 will be added to the existing Bail pool. This distribution will support the 1.5 staff positions and provide the checking account with enough new funding to keep it ahead of forfeitures.
- The Benedict Center shall report to the Justice System Review Coordinator to administer the grant under the direction of the Chief Judge.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>					
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Program Activities:					
Borrowers	90	137	150	150	0
Average Bail	\$526	\$417	\$420	\$420	\$0
Average Revolving Bail Fund Loan	\$268	\$225	\$250	\$250	\$0
Total Loans	\$24,116	\$30,852	\$35,000	\$35,000	\$0
Failure to Appear Rate	23%	26%	20%	20%	0%
Forfeited from Revolving Bail Fund	\$5,540	\$6,360	\$7,000	\$7,000	\$0
Bed Days Saved	2,070	2,372	2,400	2,400	0
Estimated Detention Costs Saved	\$181,125	\$207,550	\$210,000	\$210,000	\$0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HISTORICAL SOCIETY**

**UNIT NO. 1900-8266**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.56(5) of the Wisconsin Statutes, the County Board may appropriate money to any local historical society incorporated under Section 44.03 located in the County for the purpose of collecting and preserving the records and salient historical features of the County. This unit maintains the historical exhibits of the Milwaukee County Historical Society and assists with other phases of

the program. Funds provided to subsidize the operation of the Society are used to employ a director and associate staff. The Society acts as custodian for non-current County records. The County appropriates funds for use by the Society pursuant to an agreement approved by the County Board of Supervisors on December 14, 1965, and renewed on May 16, 1988.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Property Tax Levy Contribution to County Historical Society	\$ 291,118	\$ 291,118	\$ 291,118

**OVERVIEW OF OPERATION**

The Historical Society's total operating budget for 1998 amounts to \$552,269, with \$261,151 to come from private, non-County funds. Sources include: membership fees (individual and corporate), bequests, gifts, grants, income from invested funds, and sales and receipts from public programs.

Following are examples of some of the Historical Society's program activities:

1. Estabrook Park Building Restoration: During 1996, the Society's Friends organization sponsored a fund-raising appeal for the restoration of the Kilbourntown House in Estabrook Park. Over \$16,000 was raised for this purpose and a matching sum from the Parks Department amenities fund provided a new roof, a new furnace and air conditioning system, replacement of the porch and major repairs to exterior wood siding.
2. Billboard Publicity: The Historical Society is one of 16 community cultural organizations to participate in a program of public billboard advertising under the theme "What's Milwaukee Made of?" Rotating every two or three months at 15 locations throughout Milwaukee County during 1997 and 1998, these promotions will help expand attendance at, and services by, the participating organizations.
3. Museum Houses: The Society continues to operate three museum houses in addition to its central facility downtown. These are: Kilbourntown House in Estabrook Park (Shorewood); Lowell Damon House (Wauwatosa); and the Jeremiah Curtin House (Greendale). All are open to the public, either year-round or on special summer schedules.
4. County Landmarks Program: Since 1976, the Society has operated, under County ordinance, a landmark recognition program for areas of Milwaukee County outside of the City of Milwaukee. Some 83 sites have been designated as landmarks, including three selected in 1996.
5. Major Fund Raising Event: The annual antique show and sale will once again be held at the Grain Exchange Room in October, 1997. This event is a major source of funding for support of Society operations.
6. Research and Reference Services: Statistics for reference services expanded significantly in 1996 and continue to increase during the first five months of 1997. In 1996, total use of all types was up 8.7% over the previous year and in-person use of the library facilities was up 11.2%. In 1997 there has been a 31.4% increase in in-person use over a similar period in 1996 and a 12.4% increase in overall usage (in-person, plus telephone and mail inquiries).
7. Internship Program: Through financial support provided by the former Auxiliary organization of the Society, an internship program has been established through Mount Mary College to have students work on museum fashion collections (preparation of exhibits, care of the collection and study purposes).
8. Increased Membership Support: The organization in 1991 of a "Friends" group for the Society has significantly increased membership and programs. During 1996, the Friends sponsored six public programs. Financial support generated by the Friends' activities (and from the Old World Third Street Association through "Riversplash" events) help support Society programs and activities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HISTORICAL SOCIETY**

**UNIT NO. 1900-8266**  
**FUND: General - 010000**

9. Changing Exhibit Program: In 1996, fifteen short-term changing exhibits were developed for the museum program. These focus on topical or seasonal subjects of historic significance, or other matters of local significance.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1994</u> <u>Actual</u>	<u>1995</u> <u>Actual</u>	<u>1996</u> <u>Actual</u>	<u>5 Months</u> <u>1997</u>
Meetings/Public Programs	18	19	13	6
Organizational Members	1,229	1,175	1,115	1,113
Research Requests:	4,356	4,317	4,695	2,317
Library - In Person	2,049	2,020	2,248	1,234
Telephone	1,628	1,613	1,912	829
Mail	679	684	535	254
Public Attendance	66,250	67,100	68,650	34,600
Guided Tours:				
Historical Center	155	142	161	42
Period Homes	212	198	75	33
Accessions:				
Library	129	133	131	56
Museum	191	128	151	286
Pages of Publication	275	275	38	20
Staff Program Presentations		35	41	25
Slide Shows	18	6	8	8

The County Historical Society spends the County's contribution as follows:

	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Personal Services	\$ 223,034	\$ 222,687	\$ 222,687
Space and Utilities	65,156	65,503	65,503
Office and Administrative Supplies	<u>2,928</u>	<u>2,928</u>	<u>2,928</u>
Total Expenditures	\$ 291,118	\$ 291,118	\$ 291,118

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SISTER CITIES INTERNATIONAL

**UNIT NO.** 1910  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Sister Cities International	\$ 10,000	\$ 10,000	\$ 10,000

This appropriation is for the support of Milwaukee County's sister community relationships. Grants have been received from Sister Cities International (SCI) and this appropriation

is to continue the worthwhile relationship with SCI in anticipation of dividends for the people of sister city communities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** GREATER MILWAUKEE CONVENTION & VISITORS BUREAU

**UNIT NO.** 1900-8255

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.56(10) of the Wisconsin Statutes, the County Board may appropriate funds to advertise the advantages, attractions and resources

of the County and to conserve, develop and improve the same. Any county may cooperate with any private agency or group in this work.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Greater Milwaukee Convention & Visitors Bureau	\$25,000	\$25,000	\$50,000

This appropriation represents Milwaukee County's support of the Greater Milwaukee Convention and Visitors Bureau, Inc. The major function of the bureau is the promotion of the County as a major tourist and convention community.

Greater Milwaukee Convention and Visitors Bureau services include:

- Listing of all County facilities, events and attractions in 250,000 Official Visitor Guides, 10,000 Meeting Planners Guides and 5,000 Group Tour Manuals.
- A listing of all County sponsored events in the bi-monthly Calendar of Events -- 300,000 produced and distributed annually.
- Participating in all Bureau sponsored events, i.e., membership exchanges, education seminars, National Tourism Week events, Visitor Choice Awards Program.
- Travel writer support and sponsored programs.
- Two full-time representatives in Washington, D.C. and a full-time representative in Chicago, Illinois, actively selling Milwaukee County and its facilities to association executives.
- The development of targeted direct mail programs to reach and sell these markets to Milwaukee County.
- Production and placement of press releases, feature articles and stories in local, regional and national media to increase exposure of, and interest in, Milwaukee County.

- Operation of three Visitor Information Centers providing the traveling public information on Milwaukee County.

For 1998, an increase of \$25,000 is budgeted for the Tourism Employment Connection program (TEC). With the new and planned developments in the hospitality industry, such as the new Museum Center, the Milwaukee Art Museum addition, RiverWalk, Miller Park and the Midwest Express Center, it is projected that more than 5,000 new jobs will be created by these and other related developments over the next five years. Because the tourism industry is a field that has low barriers to gaining employment and because there is an increasing demand for entry-level workers, the GMCVB is establishing the Tourism Employment Connection program. The GMCVB will marshal it's contacts, resources, and industry knowledge in collaboration with community groups and agencies to move at-risk adults to full employment participation in our community. This program is an outgrowth of the GMCVB's work during the past year with the MPS School-to-Work initiative which has exposed high school students to potential career tracks and skills required for entry-level jobs in the tourism industry. The goals of the TEC are to build interest in careers within the tourism industry, facilitate the transfer of basic industry skills and connect job seekers with open positions. The overall program cost is \$125,000. The \$25,000 increase from the County will be directly applied to these costs. The remaining \$100,000 will be underwritten by the Bader Foundation, Spirit of Milwaukee and GMCVB.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL AIR PATROL

**UNIT NO.** 1913

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.07(87) of the Wisconsin Statutes, the County Board may appropriate funds or donate property and equipment to Civil Air Patrol

units in the County for the purpose of enabling such Civil Air Patrol units to perform their assigned missions and duties as prescribed by U.S. Air Force regulations.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Civil Air Patrol	\$ 4,594	\$ 6,800	\$ 6,800

**EXPENDITURES:** The Civil Air Patrol has been utilizing a County owned hanger on lease to Youth & Aviation, Inc., at 9393 West Appleton Avenue, Timmerman Field and the second floor of the Tower Building at Timmerman Field and

the County has been providing appropriations for the utility costs (heat, light, insurance and telephone) of these facilities. The County will continue to provide office and hanger space at Timmerman Field.

<b>REVENUES:</b>	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Milwaukee County	6,800	6,800	6,800	6,800
Airport Division (Org. 5040)	2,000	2,000	2,000	2,000
Youth & Aviation, Inc.	1,000	1,000	2,000	2,000
Johnson Wax Foundation	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>TOTAL</b>	<b>11,800</b>	<b>11,800</b>	<b>12,800</b>	<b>12,800</b>

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	365	365	365	365
Number of Organizational Members	775	775	780	780

Civil Air Patrol mission activities include:

1. A national program of aerospace education for adults and youths.
2. Participation in disaster emergency services, nationally and locally.
3. Cooperation with, and support of, Civil Defense and American Red Cross disaster and relief programs.
4. Participation in all search and rescue missions authorized by the U.S. Air Force and Coast Guard.
5. Flying shore patrol for the boating public as authorized by the U.S. Coast Guard.
6. Assist the U.S. Customs Service and DEA by patrolling in aircraft to detect illegal drug activity and marijuana fields and reporting such activity to the U.S. Customs Service.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**  
**FUND: General 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the War Memorial Center. The Milwaukee County War Memorial Center is situated at the south end of Lincoln Memorial Drive, overlooking Lake Michigan, and is directly adjacent to County park land. The facility is home to the Milwaukee Art Museum which boasts major cultural exhibits,

including the Peg Bradley Collection. In addition, cultural agencies and major service groups such as the Florentine Opera, Rotary Club, Kiwanis, and national and State headquarters of veterans' organizations, and the War Memorial Center itself, maintain their administrative offices in the Center. To maximize utilization of the facility, it is available for general use by the public, use by veterans' groups, arts groups, and civic groups. "Honoring the Dead by Serving the Living" is the motto of the Corporation.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Expenditures</u></b>			
<b><u>War Memorial Center</u></b>			
Personal Services	\$ 486,142	\$ 512,199	\$ 512,199
Professional Fees	72,916	71,900	67,400
Advertising and Promotion	4,936	5,657	5,657
Meetings, Travel and Auto Allowance	1,296	1,300	1,325
Space and Utilities	668,475	552,863	596,415
Office and Administrative Supplies	20,977	12,500	12,500
Major Maintenance	10,982	0	0
Subtotal War Memorial Center	\$ 1,265,724	\$ 1,156,419	\$ 1,195,496
<b><u>Milwaukee Art Museum</u></b>			
Program Development	\$ 83,700	\$ 83,700	\$ 83,700
Fine Arts Insurance	52,500	52,500	52,500
Security	415,518	427,029	427,029
Custodial	64,096	64,096	64,096
Subtotal Milwaukee Art Museum	\$ 615,814	\$ 627,325	\$ 627,325
<b>Total Expenditures</b>	<b>\$ 1,881,538</b>	<b>\$ 1,783,744</b>	<b>\$ 1,822,821</b>
<b><u>Revenues</u></b>			
Office, Hall, Grounds and Room Rent	\$ 154,616	\$ 146,344	\$ 136,823
Equipment Rental and Miscellaneous Revenue	62,109	58,700	55,356
Parking Revenue	256,269	261,700	123,925
Commissions, Food, Liquor and Other	8,544	6,000	5,520
<b>Total Revenues</b>	<b>\$ 481,538</b>	<b>\$ 472,744</b>	<b>\$ 321,624</b>
<b>Property Tax Levy</b>	<b>\$ 1,400,000</b>	<b>\$ 1,311,000</b>	<b>\$ 1,501,197</b>

**BUDGET HIGHLIGHTS**

- Expenditures increase \$39,077, due primarily to the following reasons:
  1. In 1997, expenditures were reduced for gas usage based on a study which projected savings due to installation of new boilers and lower gas rates. The lower gas rates were not put into effect until March,

1997, and projected efficiencies of the new boilers have not been fully realized. An increase of \$34,552 is projected for 1998.

2. Prior to January 1, 1997, the WMC was charged a flat annual rate of \$4,000 for water and sewer usage. The Parks Department charge is now

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**

**FUND: General 010000**

calculated on actual usage and is estimated to be \$13,000 in 1998.

- The construction of the Calatrava Addition to the Milwaukee Art Museum has the following revenue impact on the War Memorial Center:

Parking Revenue	\$(137,775)
Rental	(10,649)
China Rental/Caterer Fees	(3,344)
<u>Liquor/Commission</u>	<u>(480)</u>
Total Revenue Reduction	\$(152,248)

- The County Board of Supervisors adopted Resolution File No. 95-689 on March 21, 1996, that approved a memorandum of understanding between the County and War Memorial Center, Inc. (WMC) on behalf of the Milwaukee Art Museum (MAM) which provides for a fixed level of operating support of \$627,325 for security, custodial services, fine arts insurance and educational programming support for the years 1996 through 2002. This guaranteed funding of \$627,325 is provided to the WMC on behalf of the MAM to assist the MAM in raising private support for facility expansion and additional endowment funds to support expanded programming.

**ACTIVITY & STATISTICAL SUMMARY**

	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Attendance</u>				
Memorial Hall	42,000	33,264	43,000	30,603
4th Floor Meeting Rooms	16,000	10,252	17,000	9,432
Fitch Plaza	11,000	6,315	11,000	5,810
Veterans Memorial Gallery	900	480	900	480
Milwaukee Art Museum	200,000	183,831	200,000	200,000
<u>Special Events</u>				
Lakefront Festival of Arts	50,000	50,000	50,000	50,000
Fireworks July 3	450,000	450,000	450,000	450,000
Circus Parade	150,000	150,000	150,000	150,000
Other - North Grounds	<u>1,000</u>	<u>440</u>	<u>1,000</u>	<u>1,000</u>
	920,900	884,582	922,900	897,325
<u>Number of Events</u>				
Memorial Hall	250	239	275	220
Catered Dinners	150	171	175	157
Meetings - 4th Floor Rooms	1,100	823	1,200	757
Art Classes - 4th Floor Rooms	850	792	850	800
Fitch Plaza	25	15	25	13
Veterans Memorial Gallery	12	7	12	10
Runs	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>
	2,390	2,049	2,540	1,959

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** VILLA TERRACE

**UNIT NO.** 1915  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., operates Villa Terrace, a museum of the decorative arts located at 2220 North Terrace Avenue. The gracious, Italian Renaissance-style home is richly decorated with antiques and retains almost all of its original fixtures dating back to the 1920s.

The rear terrace area which overlooks the lake extends down a bank to a large, formal garden area fronting on Lincoln Memorial Drive. The facility is available to the general public to enjoy through tours and private rentals. Admission is charged during public visiting hours. When not open to the public, the facility is available for rental per policies established by the Board of Directors.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Expenditures</u></b>			
Personal Services	\$ 92,008	\$ 97,672	\$ 101,072
Professional Fees	11,279	11,879	12,879
Advertising and Promotion	2,329	2,500	4,500
Space and Utilities	39,496	36,102	36,102
Office and Administrative Supplies	1,793	2,740	4,740
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 146,905</b>	<b>\$ 150,893</b>	<b>\$ 159,293</b>
<b><u>Revenues</u></b>			
Admissions	\$ 11,115	\$ 12,000	\$ 16,100
Rentals	30,897	34,000	38,300
<b>Total Revenues</b>	<b>\$ 42,012</b>	<b>\$ 46,000</b>	<b>\$ 54,400</b>
<b>Property Tax Levy</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>

**BUDGET HIGHLIGHTS**

- Expenditures increase \$8,400 due to a more aggressive marketing program and additional funding for custodial and security services based on projected increases in rentals and museum sponsored programs.
- The operations of the Villa Terrace and Charles Allis Art Museum were combined in 1996. This restructuring allows for collaborative programming and marketing of both museums. Based on this effort, revenues increase \$8,400.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Attendance</u></b>				
Museum Visitors (Museum open 5 afternoons)	3,600	3,373	3,600	4,500
Meetings, Dinners, Receptions, Concert Rentals	6,000	6,234	6,000	5,500
Wedding Ceremony Rentals	5,500	5,487	5,500	5,500
Tours Conducted by Volunteers	600	565	600	800
Concerts/Student Recital*				1,200
Special Events including Theatre Performances*				900
Photography Sessions (Commercial and Weddings)*				400
<b>Total Attendance:</b>	<b>15,700</b>	<b>15,659</b>	<b>15,700</b>	<b>18,800</b>

\*New Categories for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MARCUS CENTER FOR THE PERFORMING ARTS

**UNIT NO.** 1916

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the Milwaukee County Ben and Ceil Marcus Center for the Performing Arts (MCPA) formerly known within the community as the Performing Arts Center. The center was built with private money in 1969 and deeded to Milwaukee County as a public trust for the preservation and enrichment of the performing arts, including drama, music and dance.

The facility is home to the Milwaukee Symphony, Milwaukee Ballet, Florentine Opera, Milwaukee Youth Symphony, First Stage Milwaukee, and other performing arts groups. The MCPA is located at 929 North Water Street. In addition to the MCPA providing a first class facility for concerts, the Center supports a number of community concerts and activities year-round, including ethnic and cultural festivals including Martin Luther King Day celebration, and offers the twelve week Rainbow Summer Festival.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 4,054,216	\$ 3,650,645	\$ 4,018,364
Revenues	2,554,216	2,150,645	2,518,364
Property Tax Levy	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000

**BUDGET HIGHLIGHTS**

- The County Board of Supervisors adopted a resolution [File No. 93-283 (a)(a)] on May 20, 1993 that approved a memorandum of understanding between the County and the Marcus Center for the Performing Arts (MCPA) which provides for a fixed level of operating support of \$1.5 million for the years 1994 through 1998.
- The MCPA will continue to provide quarterly reports and an annual budget request in accordance with past practice.

<b>ACTIVITY AND STATISTICAL SUMMARY</b>						
	1996 Actual		1997 Estimate		1998 Projected	
	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>
Performances/						
Public Events	770	646,118	733	604,260	775	697,500
Private Events	1,478	115,313	1,209	75,715	1,600	102,000
Sub-Total	2,248	761,431	1,942	679,975	2,375	799,500
Rehearsals, Estimate	<u>580</u>	<u>64,344</u>	<u>433</u>	<u>36,775</u>	<u>590</u>	<u>34,000</u>
Totals	2,828	825,775	2,375	716,750	2,965	833,500

**1998 BUDGET REQUEST**

**DEPT: MILWAUKEE COUNTY AUTOMATED LAND INFORMATION SYSTEM**

**UNIT NO. 1923**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 15.105(16), 16.971, 20.505(4)(im) and 59.72 of the Wisconsin Statutes and County Board Resolution File 90-707(a), approved on November 8, 1990, the Milwaukee County Automated Land Information System may design, develop and implement a land information system integrating property and ownership records with U.S. Public Land Survey referenced parcel-identified boundary information; prepare boundary-referenced parcel property maps suitable for producing accurate land title or survey boundary line information; and prepare maps of documented accuracy suitable for local planning. Pursuant to Section 59.43, funding for a land information office, modernization of land records and the State of Wisconsin Land Information

Program and Board is collected via a six-dollar surcharge on the County's existing four dollar Recording Fee. The additional six-dollar surcharge is split, with four dollars designated for the Milwaukee County Automated Land Information System (Org. 1923), and two dollars for the State Land Information Board. The County continues to retain its four dollar share of the Recording Fee.

Previous Register of Deeds Recording Fees	\$ 4
Fee for MCAMLIS	4
Fee for State Land Information Board	<u>2</u>
	<b>\$10</b>

<b>BUDGET SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Services	\$ 491,374	\$ 635,000	\$ 649,000	\$ 14,000
Contractual Crosscharges	3	15,000	1,000	-14,000
Abatements	-1,664	0	0	0
<b>Total Expenditures</b>	<b>\$ 489,713</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Encumbrances	\$ 308,902	\$ 0	\$ 0	\$ 0
<b>Total Expenditures &amp; Encumbrances</b>	<b>\$ 798,615</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
State Grants	\$ 138,500	\$ 100,000	\$ 100,000	\$ 0
Sewer District & Utility Contributions	50,000	50,000	50,000	0
Recording Fee Surcharge	574,328	500,000	500,000	0
<b>Total Revenue</b>	<b>\$ 762,828</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Contribution to Reserve Account	273,115	0	0	0
<b>Property Tax Levy</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- This appropriation provides 1998 expenditure authority of \$650,000 for the Automated Land Information System. Revenue of \$500,000 is projected to be collected from recording fees collected by the Register of Deeds earmarked for land information modernization by Section 59.88(5) Wisconsin Statutes, and \$100,000 is expected to result from grants to be awarded to the County by the Wisconsin Land Information Board. Additional revenue of \$50,000 will result from an annual payment to be made by the Milwaukee Metropolitan Sewerage District. Contributions to this project from the private utilities, Ameritech, Wisconsin Electric and Wisconsin Gas, of \$520,000 each, were completed in 1994. Milwaukee County is not required to provide tax levy dollars.
- Expenditure authority of \$650,000 is comprised of \$598,000 to continue to develop the automated base map and parcel-based land information system as provided for in the plan approved by the County Board, \$50,000 for surveying services provided by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in performance of its duties as the Milwaukee County Surveyor under the requirements of Section 59.60 Wisconsin Statutes, \$1,000 to obtain subdivision and map survey prints from the Register of Deeds, and \$1,000 for meetings and travel expense.
- Work on the initial automated base map is scheduled to be completed in 1998. At that time, an ongoing maintenance effort will be requested to ensure that the automated base map is kept up to date. Subsequently, the automated mapping base may be enhanced by the creation of additional layers of information useful to county and local government.
- A decrease of \$14,000 in Contractual Charges is due to a reduction of \$14,000 in the crosscharge from the Register of Deeds due to actual experience in 1996 and in 1997.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CHARLES ALLIS ART MUSEUM

**UNIT NO.** 1928  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc. operates the Charles Allis Art Museum, located at 1630 East Royall Place, which was the home of a wealthy Milwaukeean who collected a vast quantity of museum-quality artifacts. The building and its contents were originally donated to the City of Milwaukee in 1946 and operated under the auspices of the Public Library System. In 1979, this priceless community asset was transferred to the War Memorial

Corporation, again to be held in the public trust. The exhibits offer a rare insight into art from all over the world. Public programming includes monthly changing art exhibits featuring primarily Wisconsin art, regularly scheduled concerts, films, workshops, an annual youth concert series and special events such as the Morning Glory Crafts Fair. Public tours, gallery talks, artist demonstrations and special programs such as Talks and Teas and Travelogs are also offered. Community groups, civic, cultural, veterans and private organizations use the facilities regularly.

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
<u>Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Personal Services	\$ 117,428	\$ 133,112	\$ 133,112
Professional Fees	9,379	5,500	5,500
Advertising and Promotion	12,077	11,800	11,800
Meetings, Travel and Auto Allowance	729	600	600
Space and Utilities	48,966	42,899	42,899
Office and Administrative Supplies	12,330	7,300	7,300
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 200,909</b>	<b>\$ 201,211</b>	<b>\$ 201,211</b>
<u>Revenues</u>			
Admissions	\$ 11,754	\$ 16,000	\$ 16,000
Rentals	20,359	16,500	16,500
Interest Income From Charles Allis Trust Fund	12,585	12,500	12,500
<b>Total</b>	<b>\$ 44,698</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Property Tax Levy</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>

<b>ACTIVITY AND STATISTICAL SUMMARY</b>			
	1996	1997	1998
<u>Attendance</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
General Museum Attendance (includes Art Openings and Fairs)	18,324	17,720	17,000
Sunday Tours	385	200	425
Art Programs	448	400	270 *
Concerts	190	500	500
Film Programs	1,061	500	500 *
Tours, Contracted	472	400	550
Meetings, Art Groups	523	480	250 *
Special Events (Outreach)	688	1,200	350 *
Volunteer Activities	799	1,200	900
Private Events (Retreats, Receptions, Weddings, Seminars)	1,235	1,700	600 *
Civic and Cultural Activities	4,177	1,800	1,000 *
Planning Meetings and Appointments	1,100	680	550
<b>Total Attendance</b>	<b>29,402</b>	<b>26,780</b>	<b>22,895</b>

\* 1998 attendance figures are based on reduced usage due to construction of the Coach House Expansion with completion scheduled for Spring, 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OFFSET TO INTERNAL SERVICE CHARGES

**UNIT NO.** 1930  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Offset to Service Departments Charges	\$ -38,225,519	\$ -26,831,619	\$ -25,055,184
<u>Revenue</u>			
Offset to Service Departments Revenue	<u>-38,225,519</u>	<u>-24,060,483</u>	<u>-24,940,901</u>
<b>Property Tax Levy</b>	\$ 0	\$ -2,771,136	\$ -114,283

The purpose of this non-departmental budget is to reduce total County expenditures and revenues by the amount of charges from internal service fund departments to other County departments. Without this adjustment, total County expenditures and revenues would be overstated.

The \$-24,940,901 of expenditure and revenue offsets reflect the charges from the following departments to other County departments:

1150 - Dept. of Administration - Risk Management	\$ -5,710,950
1160 - Dept. of Administration - Information Management Services*	\$ 0
5070- Public Works Professional Services Division	\$ -7,065,232
5330 - Public Works - Fleet Maintenance	\$ -7,914,261
5700 - Public Works - Administration and Facilities Management	\$ <u>-4,250,458</u>
<b>Total</b>	\$ -24,940,901

The second part of this budget is the tax levy impact of undistributed crosscharges from the departmental budgets. At the Adopted level, crosscharges from an internal service or enterprise department to using department are analyzed to make sure that both budgets reflect the same amount. However, miscommunications between departments at the requested level or last minute changes to budgets at the

recommended level may result in some crosscharges being over or under charged out., The crosscharge discrepancies are offset in this budget so that total County expenditures and revenues are not over or understated. The 1998 recommended budget includes the following undistributed crosscharges: \$-114,283 for DPW charges.

	<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
Offset to Service Departments Charges	\$ -24,940,901	\$ -24,940,901	\$ 0
Undistributed Crosscharges	<u>-114,283</u>	<u>0</u>	<u>          </u>
<b>Total</b>	\$ -25,055,184	\$ -24,940,901	\$ -114,283

• In 1997 a change in budgeting policy eliminates the allocation of IMSD charges to departmental budgets. However, to recover direct revenues associated with

these charges, IMSD will continue to provide users the cost of its services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Charges to Other County Organization Units	\$-7,785,051	\$0	\$0

This budget represents the offset to Central Service costs allocated to departments in order to show the full cost of operating a department. Beginning in 1997, the Central Service Allocation (account 6779) was not included as an expenditure in department's operating budgets. The Central Service Allocation will continue to be developed by Central Accounting and sent to departments. Departments receiving grant revenues, indirect revenues (internal service fund departments) or outside (direct) revenues will include the Central Service Allocation amounts when seeking reimbursement.

The Central Service allocation amounts for the 1998 budget are based upon the 1998 Cost Allocation Plan. The 1998 Plan uses 1996 actual costs as its basis and includes a carryover provision for the difference between the 1996 Plan (which was based on 1994 actual costs) and 1996 actual costs. Reflecting the 1996 carryover in the 1998 budget increases charges to those departments that were undercharged in 1996 and reduces charges to those departments that were overcharged in 1996.

The Central Service Allocation for 1998 reflects the prorated cost for the following:

	<u>1998 BUDGET</u>
Department of Human Resources	\$2,859,926
Department of Audit	1,288,852
Procurement	888,061
Accounts Payable	597,281
Treasurer	576,324
Payroll	592,457
Labor Relations	425,479
County-Wide Audit	141,561
Carryover	-407,182
Accounting	523,295
Budget	<u>713,374</u>
<b>TOTAL</b>	<b>\$8,199,428</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**

**FUND: General - 010000**

ALLOCATION BREAKDOWN

	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Budget</u>
1000 County Board	\$ 40,287	\$ 38,871
1011 County Executive - General Office	10,268	9,989
1015 County Executive - Emergency Government	10,879	6,127
1018 County Executive - Office on Handicapped	5,537	5,182
1020 County Executive - Intergovernmental Relations	3,753	4,022
1021 County Executive - Veterans Service	4,214	4,761
1106 DOA - Department of Economic Development	10,841	9,852
1111 DOA - Housing and Community Development	78,087	70,104
1117 DOA - Rent Assistance	165,061	107,103
1130 Corporation Counsel	20,003	22,868
1150 DOA - Risk Management	39,287	43,705
1151 DOA - Administration and Fiscal Affairs	28,034	41,701
1160 DOA - Information Management Services	162,255	159,901
2000 Combined Court Related Operations	485,982	451,718
2430 Child Support Enforcement	97,918	88,211
3010 Election Commission	4,990	8,708
3270 County Clerk	12,377	15,339
3400 Register of Deeds	24,205	38,579
4000 Sheriff	673,158	718,429
4190 Medical Examiner	35,063	37,001
4300 House of Correction	326,467	335,099
4500 District Attorney	110,863	132,422
5040 Airport	227,736	264,429
5070 DPW Professional Services	249,753	186,214
5100 Highway Maintenance	101,284	94,042
5330 Fleet Maintenance	239,113	245,587
5600 Milwaukee Transit System	210,046	160,237
5700 DPW Administration/Facilities Management	393,662	362,553
5900 User Side Subsidy	32,697	24,481
6800 DHS - Mental Health Division	1,123,174	1,014,753
7100 JLDH Transition Team	0	146,578
7200 County Supported Health Programs	0	180,315
7900 Department on Aging	219,794	192,872
8000 Department of Human Services	1,467,525	1,356,494
9000 Parks Department	1,164,644	1,239,197
9500 Zoo	409,634	372,957
9910 University Extension Service	<u>6,116</u>	<u>9,026</u>
Total Charges to Other Organizational Units	\$8,194,707	\$8,199,427

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ALTERNATIVES TO INCARCERATION

**UNIT NO.** 1940  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Alternatives to Incarceration	\$ 1,682,382	\$ 1,737,775	\$ 55,393

In 1996, the County Board of Supervisors adopted File No. 96-273 which authorized and directed that the Wisconsin Correctional Services and In-House Correctional Services contracts relating to the operation of the Intake Screening Center and the population levels of the Jail and House of Correction be transferred from Combined Court Related Operations to the jurisdiction of the Sheriff's Department.

This transfer was made to provide the Sheriff with tools to assist with the management of the Jail and to ensure the continued unhampered future operation of these programs. For 1998, these programs will remain under the jurisdiction of the Sheriff and the funding for the programs placed in Org. 1940.

<b>Wisconsin Correctional Services</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Operation of Intake Screening Center	\$ 604,722	\$ 639,317	\$ 34,595
Booking Magistrate/Out-of Custody Program	120,560	133,003	12,443
Operation After Revocation Program (OAR)	76,100	83,955	7,855
Community Service Option Program	5,000	5,500	500
Milw. County Pretrial Intoxicated Driver Intervention Program	<u>120,000</u>	<u>0</u>	<u>(120,000)</u>
<b>Total</b>	\$ 926,382	\$ 861,775	\$ (64,607)

<b>In-House Correctional Services, Inc.</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Intensive Supervision of Adult Defendants	\$ 876,000	\$ 876,000	\$ 0
Intensive Supervision of Juvenile Defendants	219,000	0	(219,000)
Crosscharge to Department of Human Services	<u>(219,000)</u>	<u>0</u>	<u>219,000</u>
<b>Total</b>	\$ 876,000	\$ 876,000	\$ 0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ALTERNATIVES TO INCARCERATION

**UNIT NO.** 1940

**FUND:** General - 01000

Total Alternatives to Incarceration Budget	1997 Budget	1998 Budget	1997/1998 Change
Total Expenditures	\$ 1,802,382	\$ 1,737,775	\$ (64,607)
Less: Reimbursement Revenue from the State of Wisconsin			
Department of Transportation for the Milwaukee			
County Intoxicated Driver Intervention Project	\$ (120,000)	\$ 0	\$ 120,000
(Project no longer operational in 1998)			
<b>TAX LEVY</b>	\$ 1,682,382	\$ 1,737,775	\$ 55,393

**BUDGET HIGHLIGHTS**

- The funding to continue the contract with WCS to operate the Intake Screening Center increases \$34,595, from \$604,722 to \$639,317, due to increased staff costs including the restoration of one case manager and increased drug testing of defendants. Funding provided for WCS to provide defendant screening and bail evaluation services for the Booking Magistrate and Out-of-Custody Intake Court Programs increases \$12,443, from \$120,560 to \$133,003. Under these programs, a Court Commissioner, with the assistance of Sheriff and WCS staff, reviews charges against minor violators and releases low-risk offenders with orders to return to the court. These out-of-custody misdemeanants are processed in Traffic Intake Court on Monday afternoon, Tuesday afternoon and Friday morning. The processing of out-of-custody misdemeanants in Traffic Intake Court increases the timeliness of processing in-custody defendants through Intake Court. The \$133,003 provided for 1998 will fund the WCS portion of these programs for seven nights per week for all of 1998.
- An increase of \$7,855, from \$76,100 to \$83,955, is provided for Wisconsin Correctional Services to continue administering an Operating After Revocation (OAR) Program, enabling WCS to assign two caseworkers for the purpose of assisting clients in getting their driver's licenses reinstated and in preventing recidivist OAR and OAS (Operating After Suspension) arrests.
- The Community Service Options Program operates in most of the suburban municipal courts, coordinating and supervising sentences for persons convicted of municipal offenses who perform public services because they are unable to pay the assessed fine, or to fulfill specific sentence requirements. It reduces inmate housing costs at the House of Correction while providing free labor to non-profit groups. Occasionally, the program provides employment opportunities beyond the original volunteer service period. The County's contribution to this program increases \$500, from \$5,000 to \$5,500.
- A decrease of \$120,000, from \$120,000 to \$0, results from the loss of a grant from the State Department of Transportation. This grant fully supported the Milwaukee County Pretrial Intoxicated Driver Intervention Project. Due to the loss of grant funding, this project will no longer be operated.
- An appropriation of \$876,000 is provided to continue a contract with In-House Correctional Services, Inc. for a program for intensive supervision of an average of 200 pretrial adult defendants a day in lieu of detention in the Milwaukee County Jail. The funding for 1998 provides services for 200 adults per day at a cost of \$12 per day per defendant.
- The appropriation and corresponding crosscharge of \$219,000 to continue the contract with In-House Correction Services, Inc. for the electronic monitoring of juveniles is transferred into the Department of Human Services budget. In 1997, the entire cost of this contract was crosscharged to the Department of Human Services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY LEGAL RESOURCE CENTER

**UNIT NO.** 1943  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2), Wisconsin Statutes, the County Board shall represent the County and

have the management of the business and concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Expenditures	\$ 210,068	\$ 187,215	\$ 194,215	\$ 7,000
Revenues*	<u>88,921</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tax Levy	\$ 121,147	\$ 187,215	\$ 194,215	\$ 7,000

\* Revenues of \$88,921 in 1996 were due to a one time partial sale of the Law and Reference Library collection.

**BUDGET HIGHLIGHTS**

- The Milwaukee County Legal Resource Center (MCLRC) opened May 1, 1996, under the control and oversight of the Chief Judge and the Clerk of Circuit Court/Director of Court Services. Corporation Counsel, the Chief Judge and Clerk of Circuit Court/Director of Court Services entered into a contract with the Wisconsin State Law Library for operation of the Center. Through collections and services linked to those at the State Law Library, MCLRC provides legal information, materials and online computer services to County departments, judges and the general public.
- The MCLRC collects revenue but it is deposited with the State. According to the contract with the State Law Library, any revenue collected may be used to pay sales tax; staff the Center; maintain, repair, lease or purchase equipment, books, software or other materials for the Center. On or before March 31, 1998, the State will provide a written accounting as to the collection and use of all such operating revenue. The State is anticipating revenues in 1998 to be \$5,500, with \$3,600 offsetting costs of copier expenses and \$1,900 applied toward equipment purchases for the Legal Resource Center.
- Expenditures are increased \$7,000. A \$6,000 increase is due to the approval by the State of Wisconsin's Joint Finance Committee of Legal Resource Center staff as Project positions. This designation entitles the staff to

receive fringe benefits. An additional \$1,000 is budgeted for salary increases.

- The MCLRC collection consists of the following:
  - Wisconsin legal materials: case law, statutes, administrative code, agency decisions
  - Wisconsin Continuing Legal Education books and legal periodicals
  - Federal collection: U.S. Supreme Court Reporter, Federal Reporter, Federal Supplement, Federal Rules Decisions, U.S. Code Service, Code of Federal Regulations and Federal Register
  - Treatises and looseleaf services covering the significant areas of law
  - Indexes, encyclopedias, restatements and formbooks

This collection is supplemented by LRC staff access to Lexis, Westlaw, the Internet and CD-ROM services. In addition, public terminals provide users with access to the LOIS Wisconsin CD-ROM disk, including all State Bar Continuing Legal Education books. Public access terminals are provided for dial-out capabilities for citizens who have accounts with Lexis or Westlaw.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** APPROPRIATION FOR CONTINGENCIES

**UNIT NO.** 1900-8901  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.84(5) of the Wisconsin Statutes, the Director, Department of

Administration, shall transmit an estimate of funds required as an appropriation for contingencies.

<b>BUDGET SUMMARY</b>		
	<u>1997 Budget</u>	<u>1998 Budget</u>
Appropriation for Contingencies	\$ 4,000,000	\$ 3,500,000

Contingency Appropriation Analysis

	<u>1995</u>	<u>1996</u>
Adopted Appropriations	\$ 5,500,000	\$ 2,897,880
Transfers In	1,553,817	578,323
Transfers Out	<u>-4,553,967</u>	<u>-891,795</u>
Year-End Balance	\$ 2,499,850	\$ 2,584,408

BUDGET COMPARED TO APPROPRIATION TRANSFERS

<u>Year</u>	<u>Adopted Budget</u>	<u>Appropriation Transfers Out</u>
1988	\$3,500,000	\$4,082,231
1989	3,000,000	3,476,406
1990	3,000,000	3,197,417
1991	4,500,000	4,789,182
1992	3,000,000	2,048,829
1993	2,762,252	2,616,635
1994	4,000,000	1,115,141
1995	5,500,000	4,553,967
1996	2,897,880	891,795
1997	4,000,000	0
Mean	\$3,516,013	\$2,677,160

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** YOUTH EMPLOYMENT PROGRAM

**UNIT NO.** 1949

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 356,933	\$ 322,704	\$ 322,704
Revenue	<u>47,574</u>	<u>0</u>	<u>0</u>
Property Tax Levy	\$ 309,359	\$ 322,704	\$ 322,704

This appropriation helps provide meaningful work experience, career exposure and limited on-the-job training to those individuals who, because of restrictive Job Training Partnership Act (JTPA) income requirements, would otherwise be precluded from this opportunity. The Program Administrator will contract with community agencies, municipalities, and school boards for the purpose of screening, employing and evaluating area youth for jobs in both After School and Summer Youth Employment

Programs. The 1998 appropriation for this program remains the same as in 1997.

This appropriation will also be used by the Program Administrator to coordinate the County's participation in the JTPA "Step-Up" Youth Employment Program in the event Federal funding is made available through the Private Industry Council.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the

County and have management of the business and concerns in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>1997/1998</u> <u>Change</u>
Health Benefits - Hospital, Professional, Major Medical & Dental	\$ 47,253,947	\$ 49,588,142	\$ 47,549,358	\$ -2,038,784
Employee Group Life Insurance	1,552,132	1,538,082	1,597,324	59,242
Annuity - County Mandatory Contribution	838,843	800,000	781,875	-18,125
Retirement System Contribution	17,727,697	12,331,126	10,289,916	-2,041,210
Medicare Reimbursement to Retired Employees	2,418,707	3,061,152	2,693,275	-367,877
Health Benefits - Consultant Fees	436,377	180,000	180,000	0
Local Transportation (Transit Pass Program)	0	175,000	190,000	15,000
	<u>\$ 70,227,703</u>	<u>\$ 67,673,502</u>	<u>\$ 63,281,748</u>	<u>\$ -4,391,754</u>
Less: Charges to Other County Departments	70,226,133	0	0	0
Less: Other Revenue	<u>1,570</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditures	\$ 0	\$ 67,673,502	\$ 63,281,748	\$ -4,391,754

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**5303 - Health Benefits - Hospital, Professional, Major Medical and Dental Expense**

Decrease \$2,038,784, from \$49,588,142 to \$47,549,358.

This appropriation provides for the cost of the following health benefits:

	<u>1997</u>		<u>1998</u>		<u>Change</u>
	<u>Budget</u>		<u>Budget</u>		<u>Change</u>
Basic Health Benefits,					
Including Major Medical	\$ 23,629,581	\$	24,668,820	\$	1,039,239
Mental Health/Substance Abuse Carve-Out	1,466,625		959,030		-507,595
Health Maintenance Organizations (HMO)	23,817,896		22,797,176		-1,020,720
County Dental Plan	2,045,699		1,752,301		-293,398
Dental Maintenance Organizations (DMO)	743,370		887,028		143,658
Administrative Expense	1,395,379		1,381,513		-13,866
Employee Health Plan Waiver	66,000		66,000		0
Contributions (Active, Retired, Other Employees)	<u>-3,576,408</u>		<u>-4,962,510</u>		<u>-1,386,102</u>
<b>Total Health Benefit Cost</b>	<b>\$ 49,588,142</b>	<b>\$</b>	<b>47,549,358</b>	<b>\$</b>	<b>-2,038,784</b>

A five-year comparison of budget and actual experience for health insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	45,374,923	44,297,415	16.3
1993	50,478,816	46,544,518	5.1
1994	49,391,645	44,936,626	-3.5
1995	51,317,413	47,311,697	5.3
1996	41,787,208	47,253,946	-0.1

Based on actuarial analysis of the County's self-insured plan, 1998 increases for the basic hospitalization and surgical/medical benefit are expected to be 8%, with a corresponding increase of 12% for the major medical benefit. These increases will be partially offset by a lower number of employees/retirees covered. The Request For Proposal (RFP) process conducted in 1997 contributes to a significant reduction in anticipated expenses for 1998. The Mental Health/Substance Abuse Carve-Out cost decreases due to a new contract with Health Management Center, Inc. The Humana HMO will no longer be offered in 1998. The rates for the two remaining HMO's, Compcare and Family

Health Plan, will continue unchanged for 1998. Employee monthly contributions are expected to increase in 1998.

**5304 - Employee Group Life Insurance**

Increase \$59,242 from \$1,538,082 to \$1,597,324

The 1998 requested appropriation contains a \$59,242 increase over the 1997 adopted level due to an increase, for certain employee groups, in the dollar amount of coverage (from \$20,000 to \$25,000) that the County is required to pay the full monthly premiums.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

A five-year comparison of budget and actual experience for group life insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,097,910	946,457	0.2
1993	775,000	893,237	5.6
1994	1,310,329	997,103	11.6
1995	1,478,549	1,358,364	36.2
1996	1,475,934	1,552,132	14.3

**5305 - Annuity - County Mandatory Contribution**

Decrease \$18,125 from \$800,000 to \$781,875

The budget for the County's mandatory annuity contribution relates to eligible employees who have been members of the pension system prior to January 1, 1971, at the following rates:

8% of earnings for Deputy Sheriff  
 8% of earnings for Elected Officials  
 6% of earnings for Other Employees

A five-year comparison of budget-to-actual experience for the annuity contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	2,165,000	2,064,239	-8.5
1993	2,000,000	2,024,520	-1.9
1994	1,900,000	1,920,161	-5.2
1995	1,950,000	1,602,361	-16.6
1996	1,750,000	838,843	-47.6

**5309 - Retirement System Contribution**

Decrease \$2,041,210 from \$12,331,126 to \$10,289,916

The County's Retirement System lump-sum contribution for 1997 was budgeted at \$12,331,126, including \$167,688 for the OBRA pension contribution. For 1998, \$10,289,916 is budgeted for the lump-sum contribution, including \$218,196 for OBRA. This contribution will actually be paid in early

1999. The Employees' Retirement System administrative expenses are offset in the Department of Human Resources by revenue from pension fund investments and are not included in this budget.

The decrease in the County's lump-sum contribution for 1998 as compared to 1997 is due to the following:

1997 Final Estimate	\$12,331,000
Decrease due to change in asset valuation	-3,148,000
Decrease due to investment return	-508,000
Decrease due to contribution variance and expenses	-208,000
Increase due to demographic experience	822,000
Increase due to plan changes	556,000
Increase due to salary increases	<u>445,000</u>
1998 Estimate (rounded)	\$10,290,000

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: EMPLOYEE FRINGE BENEFITS

UNIT NO. 1950  
FUND: General - 010000

A five-year comparison of budget-to-actual experience for the retirement system contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	17,180,830	15,429,288	-12.0
1993	15,631,287	15,631,287	1.3
1994	15,863,000	15,863,000	1.5
1995	18,813,000	18,813,000	18.6
1996	17,727,697	17,727,697	-5.8

## 5316 - Medicare Reimbursement to Retired Employees

Decrease \$367,877 from \$3,061,152 to \$2,693,275

This account provides for County payment of the Medicare Part B premium for 4,858 retired employees, including their eligible beneficiaries, over age 65 who retired with 15 or more years of pension-credited service or are on Disability Medicare. The 1997 Medicare rate of \$43.80 was not set by

Congress until after adoption of the County's 1997 budget, which included a projected rate of \$54. Once again, the actual cost of the premium will not be finalized by Congress until November. The 1998 projected Medicare rate is \$46.20 per month.

A five-year comparison of budget-to-actual experience for Medicare reimbursement to retired employees is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,855,950	1,734,669	22.3
1993	2,196,000	1,907,747	10.0
1994	2,173,532	2,209,622	15.8
1995	2,445,144	2,306,429	4.4
1996	2,871,540	2,418,707	4.9

## 6148 - Health Benefits - Consultant Fees

Increase \$0 from \$180,000 to \$180,000

An appropriation of \$180,000 is included in the 1998 Employee Fringe Benefits Budget for the purpose of retaining outside consultants to assist DHR staff in actuarial analysis, ad hoc reporting, contract/rate negotiations, preparation of Requests for Proposal for whole/universal life insurance and vision/hearing care per County Board resolution, and implementation of major revisions to the Benefits Plan.

## 6804 - Local Transportation (Transit Pass Program)

Increase \$15,000 from \$175,000 to \$190,000

An appropriation of \$190,000 is included to cover the continuation of the County's corporate transit pass program. The County, as the employer, would pay \$105 per employee toward the cost of the quarterly pass, while the employee would be charged \$30 per quarter. Approximately 7,000 free bus passes were distributed to County employees in 1997. Based on employee co-pay participation during the 4th quarter of 1997, it is estimated \$190,000 will be the 1998 cost of the County's share of the pass.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: INTERGOVERNMENTAL TRANSFER PROGRAM-NURSING HOMES

UNIT NO. 1958

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Section 59.07(5) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Intergovernmental Certification Program	\$ 1,451,330	\$ 1,500,000	\$ 1,700,000

Under Section 3.775 of the State of Wisconsin Methods of Implementation for Medicaid payments to Nursing Homes, the State provides special allowances for facilities operated by local units of government. These allowances recognize the unique nature of facilities operated by local units of government. Local government-operated facilities experiencing operating deficits associated with the provision of care to Medicaid patients are eligible for supplemental funding.

The property tax associated with the provision of care to Medicaid patients is eligible as match for Federal Medicaid funds. This non-departmental budget is used to record the receipt of revenue associated with this supplemental funding

program separate from the normal operating expenditures and revenues for the rehabilitation centers.

## BUDGET HIGHLIGHTS

The 1998 Budget includes \$1.7 million of revenue from the State of Wisconsin under the Intergovernmental Transfer Program (ITP). The final ITP award for 1996-97 is approximately \$4.1 million which is the result of a one-time adjustment. Due to changes in the ITP allocation basis, MHD will realize increased revenues under this program over the 1997 budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY BOARD NON-DEPARTMENTAL PROJECTS

**UNIT NO.** 1964  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
County Board Non-Departmental Projects	\$ 68,064	\$ 99,000	\$ 99,000

This non-departmental appropriation provides the County Board with flexibility in determining priorities for necessary projects and allocating expenditures to meet greatest needs.

This account has been used for Merit Awards, County memberships and County Board publications.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** FEDERATED LIBRARY SYSTEM

**UNIT NO.** 1966

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.03(1) and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Federated Library System	\$ 66,416	\$ 66,702	\$ 66,693

The 1998 budget appropriation of \$66,693 is based upon Section 43.15(2) of the Wisconsin Statutes which requires County support for library services at a level not lower than the average for the previous three years. The amount is not

designated for any specific purpose or special program. It is to be used by the Federated Library System to offset program costs which are determined to be priorities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provision of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Milwaukee County Fund for the Arts	\$ 500,000	\$ 500,000	\$ 500,000

On October 2, 1986, the County Board adopted resolutions [File Nos. 84-466 and 86-463] which specified that a non-departmental account be established for cultural programming to be administered by the County Board, with certain guidelines and criteria for awarding County arts funds. In addition, the County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC) was created to advise the County Board, through the Committee on Parks, Recreation and Culture, with regard to the cultural, artistic and musical programming and endowment/grant components of County arts funding.

resolution [File No. 91-18 (a)(a)] which authorized and awarded matching grant funds, rental subsidies, and Artistic Development Program allocations to eligible organizations and individuals. The Board also authorized the Director of Parks, Recreation and Culture to prepare contractual agreements with specific agencies for community cultural events and to enter into an agreement with the Milwaukee Foundation to administer Milwaukee County's performing and visual arts fund. Allocations of the cultural arts funds are recommended by the Milwaukee County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC).

On November 9, 1989, the County Board adopted a resolution [File No. 88-631(a)(a)] which authorized and directed the Parks Director to have administrative authority and responsibility for all County cultural programs previously administered by the County Board. To effectuate this authority, the appropriation for County arts funding was transferred from the non-departmental account, Milwaukee County Funds for the Arts (Org. Unit 1974), to the Parks Department (Org. Unit 9000) operating budget.

**I. Cultural, Artistic, and Musical Programming**

Under this program Milwaukee County, through its administrative agent, the Milwaukee Foundation, will enter into contractual relationships with community organizations providing, either at a nominal charge or free to the public, specified cultural, artistic and musical performances, with priority given to those groups using County facilities.

The 1991 adopted budget re-established a non-departmental appropriation for County arts funding (Org. Unit 1974) with administrative authority, appropriation request and responsibility for County cultural programs remaining with the Parks Department.

**(1) Community Cultural Events Program**

Under this program category, Milwaukee County will, on an annual basis, determine the number and type of performances it desires to purchase through the solicitation of "Request for Proposals" based on approved eligibility criteria and guidelines:

On January 17, 1991, the County Board adopted a

<b>Community Cultural Events Program</b>		
<u>Agency</u>	<u>1996</u> <u>Allocations</u>	<u>1997</u> <u>Allocations</u>
Artreach Milwaukee	\$ 5,000	\$ 5,000
City Ballet	2,000	2,000
Ko-Thi Dance Company	6,000	6,000
Latino Arts, Inc (Friends of the Hispanic Community)	2,000	2,000
Milwaukee Inner City Arts Council	6,000	6,000
Milwaukee High School Theater Festival	5,000	5,000
Milwaukee Musician Association*	3,000	0
Milwaukee Public Theater	2,500	2,500
Community Programming**	<u>35,000</u>	<u>38,000</u>
<b>TOTAL</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>

\* Milwaukee Musicians Association is recommended for funding in 1997 under Parks Programming in the Community Events Category. The allocation to the Musicians Association will be \$3,000.

\*\* The 1996 and 1997 allocations were for programming at Washington, Humboldt and other County Parks.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**II. Endowments and Grants**

**(1) Matching Grants Program**

Under this program, grants are awarded with the objective of promoting new and existing arts organizations. These grants are designed to help arts groups meet their operational and programming expenses.

This grant program provides a direct subsidy to professional performing arts organizations that meet established criteria:

<b>Matching Grants Program</b>		
<u>Expenditures</u>	1996 <u>Grants</u>	1997 <u>Grants</u>
Artist Series at the Pabst	\$ 6,000	\$ 7,000
Artreach Milwaukee	9,700	8,337
Bel Canto Chorus	8,500	8,079
City Ballet	3,000	4,000
Civic Music Association	4,000	3,418
Concord Chamber Orchestra	1,500	1,457
DanceCircus, Ltd.	7,500	6,875
Danceworks*	3,500	4,250
Et toi tu dances?*	3,000	4,000
First Stage Milwaukee	10,800	10,827
Florentine Opera Company	21,500	22,118
Great American Children's Theater	10,800	11,367
Great Lakes Opera	6,500	6,718
Historical Keyboard Society	6,500	5,953
Ko-Thi Dance Company	9,700	10,761
Latino Arts (Friends of Hispanic Community)	6,000	5,750
Milwaukee Ballet	34,500	33,522
Milwaukee Chamber Orchestra	6,500	6,429
Milwaukee Chamber Theater	9,700	10,488
Milwaukee Children's Theater *	1,250	2,000
Milwaukee Dance Theater	6,000	6,314
Milwaukee Inner City Arts Council	8,500	6,571
Milwaukee Musical Theater (Milwaukee Opera Company)	7,500	6,604
Milwaukee Public Theater	4,000	6,260
Milwaukee Repertory Theater	34,500	39,909
Milwaukee Symphony Orchestra	107,000	98,924
Milwaukee Youth Symphony	9,700	9,864
Next Act Theater	9,200	8,799
Present Music	9,200	8,268
Skylight Opera Theater	11,000	15,299
Theater X	8,500	7,617
Walker's Point Theater for the Arts	7,500	6,397
Wild Space Dance Company	6,500	6,238
Woodland Pattern	<u>9,200</u>	<u>9,390</u>
<b>TOTAL</b>	<b>\$ 408,750</b>	<b>\$ 409,803</b>

Note: Matching Grant Program includes State regranting funds of \$15,000 for 1996 and \$17,303 for 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS

UNIT NO. 1974  
FUND: General - 010000

## (2) Artistic Development Program

Under this program, project grants and technical assistance are provided to individual artists and arts organizations which are not served by a major fund drive or a community organization which

sponsors arts programs and is currently using criteria established by the Milwaukee Arts Foundation.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Individual Artists	\$10,000	\$10,000

## III. Administrative Services

The County Board of Supervisors has entered into an agreement with the Milwaukee Foundation to administer

Milwaukee County's performing and visual arts fund under guidelines approved by the County Board of Supervisors.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Milwaukee Foundation	\$ 30,000	\$ 31,000
Total Arts Funding*	\$515,000	\$517,303

\* Includes State regranting funds of \$15,000 for 1996 and \$17,303 for 1997.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** KEEP GREATER MILWAUKEE BEAUTIFUL

**UNIT NO.** 1980

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Keep Greater Milwaukee Beautiful	\$12,750	\$12,750	\$12,750

Keep Greater Milwaukee Beautiful, Inc. (KGMB) has been a certified affiliate of Keep America Beautiful, Inc. since 1985. KGMB facilitates Greater Milwaukee programs designed to educate the public about responsible solid waste management and to incorporate the principles of reduce, reuse, recycle, compost and litter prevention to all sectors of the community.

In 1997, 44,500 registered volunteers participated in the Spring County-wide Community Service Campaign, the Clean and Green Team. This campaign collected over 2,208 tons of trash and litter. To continue KGMB litter reduction and community environmental awareness campaigns, as well as educational outreach programs concerning proper waste handling and other environmental concerns dealing with air, water or land, a \$12,750 County contribution is provided in this non-departmental account for 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: PAYROLL/PERSONNEL INTEGRATION

UNIT NO. 1983

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY			
	1996 Actual	1997 Budget	1998 Budget
Expenditures	\$ 284,398	\$ 147,328	\$ 155,720
Abatements	0	0	0
Revenue	78,091	68,000	73,175
Property Tax Levy	\$ 206,307	\$ 79,328	\$ 82,545

For 1998, the Payroll/Personnel Integration (GENESYS) Project includes \$155,720 to continue the development and operation of a modern, automated payroll/personnel environment for Milwaukee County. The strategy continues to be the use of outside consultants integrated into a team of IMSD staff with overall project direction provided by the GENESYS Steering Committee. The proposed tasks for 1998 include continued work on deferred system enhancements for the Payroll and Retirement Systems, and the installation of a new release of the GENESYS software.

### Payroll/Personnel and Retirement System Enhancements

Implementation of the current systems for active employee and retiree payroll processing has left 59 unresolved enhancements that were not part of the original project scope, or resulted from County Board actions or external mandates after the original scope was defined. These include a list of more than 50 changes carried over from

past years, as well as several other changes more recently identified. Retirement enhancements include saving the yearly service history to microfiche, correcting early retirement age adjustments to calculate pensions, various OBRA reports, creating detailed annual tapes for the actuary, completing the Retirement Users Manual, and other refinements. Retirement enhancements and Defined Benefits maintenance are offset with revenue. Additional enhancements not related to Retirement are tracking flexible spending benefits, reporting employees reaching 65 for Medicare eligibility, and monitoring Family Medical Leave hours by category. In addition, the project funds the annual maintenance license fees for the GENESYS software, GENESYS conference expenses, and the production of the annual benefits statement. This budget provides a total of 270 days of programmer support to address these changes.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CAPITAL OUTLAY/DEPRECIATION CONTRA**

**UNIT NO. 1985**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>		
	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Expenditures	\$ -15,326,860	\$ -15,840,215
Revenue	0	0
Property Tax Levy	\$ -15,326,860	\$ -15,840,215

Proprietary Fund departments include Enterprise Fund departments, (e.g., Mental Health Complex) and Internal Service Fund departments (e.g., DOA - Information Management Services). Budgeting for Proprietary Fund departments in accordance with Generally Accepted Accounting Principles (GAAP) requires that Proprietary Funds expense the cost of fixed assets over the life of the asset through depreciation. Prior to 1997, fixed assets were defined as buildings and equipment with a cost in excess of \$500. In 1997, the definitions regarding fixed assets changed. The per unit cost for non-computer equipment must exceed \$2,500 per unit and have a useful life greater than one year. Computer related equipment must exceed \$500 to be considered a fixed asset.

budgeting in accordance with GAAP, yet also ensure that these departments retain control over the purchase of fixed assets, Proprietary Fund departments will reflect an appropriation for Capital Outlay - Fixed Assets but will also reflect an offsetting credit appropriation.

Appropriations for Depreciation are included in Proprietary Fund departmental budgets while appropriations for Capital Outlay - Fixed Assets, the original cost of the fixed asset, are excluded from those budgets. To ensure proper

However, Proprietary Fund Capital Outlay - Fixed Assets is appropriately included in the property tax levy, and the appropriation for Capital Outlay - Fixed Assets for all Proprietary Funds will be reflected in this non-departmental account. Depreciation should not be included in the property tax levy and a contra appropriation for all Proprietary Funds will be reflected in this non-departmental account. This budgetary procedure has no County-wide tax levy impact.

Appropriations included in this non-departmental account are the following:

<u>Expenditures</u>	<u>Capital</u> <u>Contra</u>	<u>Contra</u>	<u>Net Total</u> <u>Contra</u>
1150 Risk Management	\$ 34,000	\$ -15,125	\$ 18,875
1160 Information Management Services	130,100	-1,128,166	-998,066
5040 Airport	785,400	-7,772,545	-6,987,145
5070 Public Works-Prof Services	132,395	-150,885	-18,490
5330 Fleet Maintenance	0	-1,631,531	-1,631,531
5600 Milwaukee Transit System	354,050	-1,553,000	-1,198,950
5700 Public Works-Central Services	76,800	-3,191,841	-3,115,041
6800 Mental Health Complex	<u>241,220</u>	<u>-2,151,087</u>	<u>-1,909,867</u>
<b><u>TOTAL EXPENDITURES</u></b>	<b>\$ 1,753,965</b>	<b>\$ -17,594,180</b>	<b>\$ -15,840,215</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEBT ISSUE EXPENSE**

**UNIT NO.1900-8026**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Appropriations are for expenses incurred for issuing bonds by Milwaukee County. The bonds are issued as provided under Section 67.04 of Wisconsin Statutes which authorizes

issuing bonds for specific purposes, subject to stated limitations.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Debt Issue Expense	\$ 151,125	\$ 10,500	\$ 10,500

**STATISTICAL SUPPORTING DATA**

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Total Debt Issue Expense	\$ 168,493	\$ 35,500	\$ 35,500
Airport Issue Expense*	<u>-17,368</u>	<u>-25,000</u>	<u>-25,000</u>
Net Debt Issue Expense	\$ 185,861	\$ 10,500	\$ 10,500

\*Reflected in Airport operating account 5040-8026.

This non-departmental account is used to pay bond counsel, financial advisor fees and other costs associated with issuing debt, including credit rating agency fees, financial auditor fees, financial feasibility studies, printing and distribution costs for the official statement, and fiscal agent and trustee fees. Currently, a significant portion of debt issue expenses are paid from the proceeds of each financing. Under current Federal law, up to two percent of each financing may be used to cover expenses related to the issue. Expenses not eligible to be paid from financing proceeds are reflected in this budgetary appropriation. Expenditure authority for expenses paid from bond proceeds will be added through a Department of Administration-only transfer once actual financing amounts are determined.

The 1998 appropriation is intended to pay issuance expenses not eligible to be paid from proceeds of a 1998 general obligation corporate purpose issue and a general obligation or revenue backed airport issue. These issues will be used to finance a portion of the County's 1998 capital improvement budget.

According to the Airport Master Lease Agreement, the Airport is required to pay all direct costs associated with the issuance of airport debt. Airport debt issuance costs, totaling \$25,000, have been included in the Airport's 1998 recommended operating budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** LINCOLN PARK COMMUNITY CENTER

**UNIT NO.** 1988

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Lincoln Park Community Center	\$ 35,000	\$ 35,000	\$ 35,000

This non-departmental appropriation of \$35,000 is provided to assist the Lincoln Park Community Center, Inc., to provide community and social services in the lower level of the Lincoln Park Pavilion. The Lincoln Park Community Center, Inc., provides four major programs and/or services: (1) JOB FIND, an employment assistance program targeted at low-income, economically disadvantaged and unemployed persons; (2) ABC's of Economic Opportunities, a program designed to foster economic empowerment through ongoing business ownership and acquisition; (3) Reclaiming the Streets, a program that targets at-risk,

pre-employment-aged youth for job training and experience; and (4) Youth Fun Olympics, a one day, special event for youth and families featuring skill development, sportsmanship and competition geared to individual levels.

The Lincoln Park Community Center is budgetarily under the administration of the Department of Parks, Recreation and Culture. The Lincoln Park Community Center office is located in Lincoln Park in the Blatz Pavilion where building and office maintenance services are provided by Parks Department staff.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes, property tax requirements are determined by estimating total expenditures and deducting the estimated amount of revenue from non-property tax sources and the amount of any surplus at the close of the prior fiscal year.

Section 66.77, Wisconsin Statutes imposed a property tax rate limit on Wisconsin counties, effective August 12, 1993. Separate limits were imposed for operating levy rates and

debt service levy rates. Initially, the baseline for the rate limit was the 1992 actual tax rate adopted for 1993 budget purposes. The County may not exceed these operating and debt levy rate limits unless one or more specified conditions apply, as described in the statute. Section 66.77 also establishes specific penalties for failure to meet the limit requirements. Among the penalties for exceeding the limits are reductions in state shared revenues and transportation aids.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Budget</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Property Tax Levy	\$ 167,858,937	\$ 179,307,321	\$ 188,166,721

Statistical Supporting Data

	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>Change</u>
<b>General County</b>			
Expenditures	\$ 949,356,249	\$ 930,328,758	\$ -19,027,491
Revenues	717,975,052	695,924,114	-22,050,938
Bond Issues	<u>52,073,876</u>	<u>46,237,923</u>	<u>-5,835,953</u>
General County Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400
 <b>Metro Sewer</b>			
Expenditures	\$ 2,215,000	\$ 2,100,000	\$ -115,000
Revenue from Metro Sewer	<u>2,215,000</u>	<u>2,100,000</u>	<u>-115,000</u>
Metro Sewer Property Tax Levy	\$ 0	\$ 0	\$ 0
 <b>Total General County and Metro Sewer</b>			
Expenditures	\$ 951,571,249	\$ 932,428,758	\$ -19,142,491
Revenues	<u>772,263,928</u>	<u>744,262,037</u>	<u>-28,001,891</u>
Total Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**Summary of 1998 Recommended Tax Levy**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Legislative and Executive</u>					
1000	County Board	\$ 3,170,195	\$ 14,450	\$ 3,155,745	GEN
1001	Department of Audit	1,511,877	0	1,511,877	GEN
1011	County Executive-General Office	857,350	15,000	842,350	GEN
1015	County Exec-Emergency Government	0	0	0	GEN
1018	County Exec-Persons w/ Disabilities	131,350	0	131,350	GEN
1020	County Exec-Intergovern. Relations	381,730	0	381,730	GEN
1021	County Exec-Veteran's Services	196,448	8,200	188,248	GEN
Total Legislative and Executive		\$ 6,248,950	\$ 37,650	\$ 6,211,300	
<u>Staff Agencies</u>					
1106	DOA-Dept of Economic Development	\$ 1,078,830	\$ 1,621,935	\$ -543,105	GEN
1110	Civil Service Commission	43,347	0	43,347	GEN
1111	DOA-Housing & Community Develop	13,085,307	13,547,357	-462,050	GEN
1120	Personnel Review Board	91,369	0	91,369	GEN
1130	Corporation Counsel	1,270,185	100,000	1,170,185	GEN
1140	Department of Human Resources	2,670,601	741,941	1,928,660	GEN
1150	DOA-Risk Management	5,724,539	5,910,950	-186,411	INTER
1151	DOA-Fiscal Affairs	2,008,403	6,000	2,002,403	GEN
1152	DOA-Procurement	719,989	0	719,989	GEN
1160	DOA-Information Mgt Services	11,559,630	633,390	10,926,240	INTER
1190	Labor Relations	337,961	0	337,961	GEN
Total Staff Agencies		\$ 38,590,161	\$ 22,561,573	\$ 16,028,588	
<u>Sundry Appropriations</u>					
1900-					
1999	Non-Departmentals	\$ 34,488,646	\$ 93,731,491	\$ -59,242,845	GEN
<u>Courts and Judiciary</u>					
2000	Combined Court-Related Operations	\$ 21,358,589	\$ 10,609,341	\$ 10,749,248	GEN
2430	Child Support Enforcement	8,610,107	12,011,365	-3,401,258	GEN
Total Courts and Judiciary		\$ 29,968,696	\$ 22,620,706	\$ 7,347,990	

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: PROPERTY TAXES

UNIT NO. 1900-1110  
 FUND: General - 010000

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Lev	
<u>General Governmental</u>					
3010	Election Commission	\$ 831,081	\$ 120,000	\$ 711,081	GEN
3090	County Treasurer	616,989	17,250	599,739	GEN
3270	County Clerk	388,679	489,697	-101,018	GEN
3400	Register of Deeds	1,562,476	2,928,810	-1,366,334	GEN
Total General Governmental		\$ 3,399,225	\$ 3,555,757	\$ -156,532	
<u>Public Safety</u>					
4000	Sheriff	\$ 40,255,799	\$ 11,440,223	\$ 28,815,576	GEN
4190	Medical Examiner	2,359,691	716,150	1,643,541	GEN
4300	House of Correction	17,504,534	5,593,185	11,911,349	GEN
4500	District Attorney	9,234,763	6,639,749	2,595,014	GEN
Total Public Safety		\$ 69,354,787	\$ 24,389,307	\$ 44,965,480	
<u>Public Works</u>					
5040	Airport	\$ 30,877,171	\$ 33,937,212	\$ -3,060,041	ENTER
5070	Professional Services Division	6,517,640	7,285,832	-768,192	INTER
5100	Highway Maintenance	9,562,945	10,490,020	-927,075	GEN
5330	Fleet Maintenance	7,195,460	8,078,261	-882,801	INTER
5600	Milwaukee Cty Transit System	63,113,118	50,402,894	12,710,224	ENTER
5700	Public Works Administration	22,517,696	9,366,180	13,151,516	INTER
5900	User Side Subsidy	11,314,382	7,725,719	3,588,663	GEN
Total Public Works		\$ 151,098,412	\$ 127,286,118	\$ 23,812,294	
<u>Health and Human Services</u>					
6800	DHS-Mental Health Division	\$ 114,761,569	\$ 93,843,790	\$ 20,917,779	ENTER
7100	JLDH Transition Team	595,038	887,916	-292,878	ENTER
7200	County Supported Health Programs	48,544,967	20,889,000	27,655,967	GEN
7900	Department of Aging	37,089,868	37,638,899	-549,031	GEN
8000	Department of Human Services	198,290,561	176,316,914	21,973,647	GEN
Total Health and Human Services		\$ 399,282,003	\$ 329,576,519	\$ 69,705,484	

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Parks, Recreation and Culture</u>					
9000	Parks Department	\$ 34,598,832	\$ 17,239,301	\$ 17,359,531	GEN
9500	Zoo	12,924,701	12,070,315	854,386	GEN
9700	Museum	4,300,000	0	4,300,000	GEN
9910	University Extension	<u>385,579</u>	<u>190,391</u>	<u>195,188</u>	GEN
Total Parks, Recreation and Culture		\$ 52,209,112	\$ 29,500,007	\$ 22,709,105	
<u>Debt Service</u>					
9960	General County Debt Service	\$ 63,775,753	\$ 8,410,956	\$ 55,364,797	DEBT
9990	Metro Sewer Debt Service	<u>2,100,000</u>	<u>2,100,000</u>	<u>0</u>	DEBT
Total Debt Service		\$ 65,875,753	\$ 10,510,956	\$ 55,364,797	
<u>Capital Projects Fund</u>					
1200-					
1876	Capital Improvements*	\$ 81,234,450	\$ 79,813,390	\$ 1,421,060	CAP
<u>Expendable Trust Accounts</u>					
	Office for Disabilities Trust Fund	\$ 4,100	\$ 4,100	\$ 0	TF
	DHS-MHD Trust Funds	35,100	35,100	0	TF
	Zoo Trust Funds	<u>639,363</u>	<u>639,363</u>	<u>0</u>	TF
Total Expendable Trust Funds		\$ 678,563	\$ 678,563	\$ 0	
Total County		\$ 932,428,758	\$ 744,262,037	\$ 188,166,721	

\* Revenues include \$46,237,923 in Bonding, \$7,569,000 in Passenger Facility Charges, \$24,929,167 in Reimbursement Revenue, \$122,500 in Investment Earnings and \$954,800 in Miscellaneous Revenue.

\*\* Type of fund, according to generally accepted accounting principles (GAAP), includes the following:

<u>Designation.</u>	<u>Type of Fund</u>
GEN	General Fund
INTER	Internal Service Fund
ENTER	Enterprise Fund
DEBT	Debt Service Fund
CAP	Capital Projects Fund
TF	Trust Fund

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EARNINGS ON INVESTMENTS**

**UNIT NO. 1900-1850**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 66.04 (2) and 219.05 of Wisconsin Statutes, a county has the authority to invest any of its funds not immediately needed in time deposits of a bank, credit union, trust company or savings and loan association, or in

bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, Federal agency and instrumentality securities, highly rated corporate securities or repurchase agreements.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Earnings on Investments	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

STATISTICAL SUPPORTING DATA

Earnings on All Funds	\$ 7,216,316	\$ 6,713,700	\$ 8,127,200
Earnings on Trust Funds, Reserves and Other Deferred Interest Liabilities	-877,545	-883,500	-1,346,800
Earnings on Proprietary Fund Bonds Allocated to the Capital Fund and Debt Service Fund	<u>-808,935</u>	<u>-619,500</u>	<u>-257,000</u>
General Fund Earnings	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

For the 1998 budget, an average investment balance of approximately \$108.7 million at an average interest rate of 6.0 percent will result in approximately \$6,523,400 of net investment earnings available to the general fund. The interest rate for the 1998 budget is projected to be slightly lower than the 1997 budgeted rate of 6.2 percent. However, the average balance available for investment is expected to increase slightly from the 1997 budgeted amount.

Construction fund earnings on unspent bond proceeds for proprietary fund departments are recorded directly in the capital projects fund. These investment earnings are used to offset capitalized interest expense for projects which are

under construction. Investment earnings on bonds which have lapsed to the sinking fund are recorded in the debt service fund.

Projected earnings of \$257,000 on unexpended bond proceeds for proprietary fund departments or restricted general fund projects are anticipated for 1998. These earnings are reflected as revenues recorded directly in the capital projects fund. Earnings on trust funds, reserves and other deferred interest liabilities include trust funds for the airport, zoo, handicapped, Federated Library System, Research Park and HUD-Rent Assistance. These earnings are estimated at \$1,346,800 for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** STATE SHARED TAXES

**UNIT NO.** 1900-2201  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of Wisconsin Statutes, the State apportions Shared Revenues to counties on the basis of population, equalized property values, the relative ranking

of local purpose revenues, and the value of utility property (at 3 mills times the equalized value for incorporated areas within the county).

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
State Shared Taxes	\$ 51,084,550	\$ 52,558,503	\$ 54,245,814

<u>STATISTICAL SUPPORTING DATA</u>	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Aidable Revenues	\$ 45,109,913	\$ 54,528,801	\$ 58,129,549
Utility Payment	800,262	857,805	884,523
County Mandate Relief	3,861,129	3,778,513	3,721,211
Maximum - Minimum Adjustment (\$79.06)	<u>0</u>	<u>-6,606,616</u>	<u>-8,489,469</u>
Total State Shared Taxes	\$ 49,771,304	\$ 52,558,503	\$ 54,245,814

The Wisconsin Department of Revenue's estimate of State Shared Revenue (State Shared Taxes) for Milwaukee County for 1998 totals \$54,245,814. Revenues increase by \$1,687,311 or approximately 3.2 percent for 1998. Utility payments and County mandate relief revenues remained relatively constant while aidable revenues increased significantly.

County Mandate Relief revenues are allocated to individual counties on a per capita basis. Utility payments are calculated based on 3 mills multiplied by the value of eligible utility property. The balance of Shared Revenues for aidable revenues are distributed to governmental units based on an iterative formula which considers a number of factors including equalized property values, utility property values, taxing effort and user fee collections.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY RESEARCH PARK

UNIT NO. 1995  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.82 of the Wisconsin Statutes, Milwaukee County may participate in the development of a research and technology park through a nonprofit corporation organized specifically for this purpose. The Milwaukee County Research Park Corporation was incorporated on May 18, 1987, with a mandate from Milwaukee County to develop a research park on approximately 172 acres of County land in the southwest quadrant adjacent to the Milwaukee Regional Medical Center.

The development objective of the Milwaukee County Research Park Corporation (MCRPC) is the establishment of a quality research and technology park that will complement, to the greatest extent possible, the Milwaukee Regional Medical Center, the University of Wisconsin-Milwaukee, the Milwaukee School of Engineering, Marquette University and the Medical College of Wisconsin, and enhance the economy of the City of Wauwatosa, Milwaukee County and the State of Wisconsin.

BUDGET SUMMARY				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Expenditures	\$ 477,566	\$ 792,550	\$ 836,690	\$ 44,140
Revenues	0	552,500	698,500	146,000
<b>Property Tax Levy</b>	<b>\$ 477,566</b>	<b>\$ 240,050</b>	<b>\$ 138,190</b>	<b>\$ -101,860</b>

- Tax Incremental District (TID) revenues and Research Park administrative costs are reduced by \$40,000 to reflect that construction of the Research Park infrastructure is anticipated to be completed in 1997 leaving only residual "close-out" work for 1998.
- Rental revenues increase \$78,000 primarily due to renting out additional space in the Technology Innovation Center.
- Appropriations for capital improvements are increased \$85,800, to \$160,000 and include \$150,000 to remodel additional tenant space on the fourth floor and common area in the basement of the Technology Innovation Center, \$5,000 for parking improvements and \$5,000 for architectural and construction management services.
- In 1997, revenue of \$50,000 was added to this budget to reflect the Department of Administration Economic Development Division (Org. Unit 1106) purchasing the services of Research Park staff to assist in the planning and marketing of County surplus real estate for sale. This revenue is not continued for 1998.
- The 1998 budget includes a \$50,000 increase in revenue from the sale of Research Park land, from \$250,000 to \$300,000, as well as additional revenue of \$100,000 from reimbursable land sale expenses such as lawyer's fees, survey fees, title fees, engineering services provided by the Department of Public Works Professional Services Division and soil samples.
- If the Research Park realizes revenue from the sale of Research Park land in 1998 in excess of the budgeted \$300,000, the additional revenue will be used to fund capital improvements to the Technology Innovation Center. The improvements may include roof repair, window replacement and repair, tuckpointing, parapet and capping repairs and/or exterior painting.
- Marketing initiatives in 1998 include the release of four newsletters, a Research Park presentation on the World Wide Web of the Internet and at several trade shows and exhibits, and a reprint and updating of the Research Park information package which has not been updated since 1995.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY SALES TAX REVENUE

**UNIT NO.** 1900-2403  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 77.70 of Wisconsin Statutes, counties may enact a 0.5 percent sales and use

tax. The tax is typically imposed on the same goods and services as the State's 5.0 percent sales tax.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
County Sales Tax Revenue	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

STATISTICAL SUPPORTING DATA

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Estimated County Sales Tax Collections, Excluding Retailer's Discount	\$ 47,012,248	\$ 49,887,400	\$ 51,550,600
State Administrative Fee	<u>-705,184</u>	<u>-748,300</u>	<u>-773,300</u>
Milwaukee County Sales Tax Collections	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300
County Sales Tax Allocated to Capital Improvements	<u>0</u>	<u>0</u>	<u>0</u>
Net County Sales Tax Revenue Available for Debt Service Expenses	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

On April 1, 1991, Milwaukee County retailers began collecting a 0.5 percent county sales and use tax. Generally, items which are currently subject to the State's 5.0 percent sales tax are subject to the county sales and use tax in counties that have enacted the tax. Milwaukee County is currently one of 48 counties in the State of Wisconsin which relies on the sales tax to fund services formerly financed by local property taxes. The county sales and use tax is administered and collected by the Wisconsin Department of Revenue. The State currently retains a 1.5 percent administrative fee for this service. The fee is scheduled to decrease to 1.25% in 1999. The State currently distributes tax revenues to counties from seven weeks to eleven weeks

after collection by retailers. The Department of Revenue has announced plans to accelerate payments to counties by approximately three weeks beginning in November, 1997.

Milwaukee County Ordinances currently require that sales tax revenue be used to pay tax-supported debt service costs. Surplus revenues not needed for debt service payments are required to be used to directly finance capital improvements. For 1998, debt service costs paid from tax revenues exceed anticipated sales and use tax revenues.

The 1998 budget projects growth of approximately 3.3 percent in budgeted sales tax receipts.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SURPLUS (OR DEFICIT) FROM PRIOR YEAR

**UNIT NO.** 1900-4970  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60(3m) of the Wisconsin Statutes, every accounting and budgeting procedure applied under this section shall comply with generally accepted accounting

principles for government, as promulgated by the Governmental Accounting Standards Board.

<b>BUDGET SUMMARY</b>				
	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Surplus (Deficit) From Two Years Prior To Year Budgeted	\$4,564,977	\$2,200,844	\$1,457,003	\$-743,841

**SURPLUS CALCULATION**

1996 Expenditures and Encumbrances

Expenditure Appropriation	\$	1,053,108,308
<u>Less: Actual Expenditures and Encumbrances</u>		-997,099,010
Appropriation Carryover to 1997		<u>-53,896,314</u>
Available Appropriation, December 31, 1996	\$	2,112,984

1996 Revenues

Revenue Appropriation	\$	990,043,350
<u>Less: Actual Revenues</u>		-943,883,983
Appropriation Carryover to 1997		<u>-47,609,560</u>
Excess Appropriation, December 31, 1996	\$	-1,450,193

Adjustments to Surplus

Adjustments to Reserves	\$	1,659,230
Other Adjustments		<u>-865,018</u>
NET ADJUSTMENTS	\$	794,212

1996 SURPLUS FOR 1997 BUDGET \$ 1,457,003

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OTHER MISCELLANEOUS REVENUE

**UNIT NO.** 1900-4999  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes regarding submission of annual budget estimates, an estimate of

revenue from all other sources is included in the budget.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Other Miscellaneous Revenue	\$ 3,182,122	\$ 295,500	\$ 272,200

Miscellaneous revenue for the last five years is summarized in the following table.

<u>Year</u>	<u>Revenue</u>
1992	\$ 348,147
1993	21,856
1994	536,114
1995	375,491
1996	3,182,122

Typically, the miscellaneous revenue account is used to record extraordinary County revenues which are not attributable to County departmental operations or major non-departmental revenue accounts. For 1998, this account includes revenues from the cancellation of uncashed County checks, the dissolution of City of Milwaukee tax incremental financing district (TID) number 13, and \$100,000 from the

Milwaukee Yacht Club for the lease of McKinley Marina. Extraordinary payments are to be received by the County once every five years for the renewal of the McKinley Marina Lease. These extraordinary payments are scheduled as follows:

1998	\$100,000
2003	125,000
2008	150,000
2013	175,000

This account fluctuates significantly from year to year because of actual entries made in conjunction with closing the financial statements. For example, the 1996 revenue is unusually high because of the dissolution of the Research Park Trust Fund.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

**County Funded State Court Services Division**

Pursuant to Section 8, Article VII, Wisconsin Constitution, and Section 753.03, Wisconsin Statutes, the State Circuit Courts have original jurisdiction in all civil, juvenile and criminal matters. They also conduct administrative reviews. Milwaukee County comprises the First Judicial Administrative District of the State system and has 46 judges.

Pursuant to sections of the Wisconsin Statutes, the Clerk of Circuit Court maintains the records, books and files of the Circuit Courts - Civil, Family Support, Criminal and Children's Divisions; collects fees and costs prescribed by law; certifies copies of judgments or other papers or records; receives and disburses payment of trust, bail or other funds pursuant to court orders; invests funds and has custody of securities held for the benefit of minors, as ordered by the Court; furnishes attorneys with legal papers; prepares the daily court calendar and processes all cases. Per Chapter 100 of the Milwaukee County Ordinances and the rules of the County Board of Judges, the Clerk of Circuit Court is also Director of Court Services. Eligible jurors for the Milwaukee County court system are summoned by the Clerk of Circuit Court.

**Register in Probate Division**

Pursuant to Wisconsin Statutes, the Register in Probate maintains the records and files of all probate proceedings; receives payments of statutory fees; performs administrative services and ministerial duties in connection with mental commitment proceedings (Chapter 51), protective placement

proceedings (Chapter 55), will proceedings, contests of claims and other probate proceedings; processes termination of parental rights proceedings, agency adoptions and documents filed in all adoption proceedings (Chapters 48 and 882); performs administrative duties directed by the judges designated to hear probate proceedings; reviews documents and makes determinations required for informal administration of estates (Chapter 865); and exercises the powers and duties of a probate court commissioner when designated to do so by a judge assigned probate jurisdiction.

In addition, the 1985 Supreme Court decision in *State ex rel. Watts v. Combined Community Services*, 122 Wis. 2d 65, requires an annual court review of every existing protective placement case to protect the constitutional rights of persons under protective placement. The costs associated with such proceedings and other operating expenses not expressly assumed by the State are obligations of Milwaukee County [§ 753.19 and § 753.016(4), is. Stats. and *Romosco v. Milwaukee*, 108 Wis. 2d 32 (1982)].

**Family Court Commissioner Division**

The Division of the Family Court Commissioner was created pursuant to Section 767.13(2) of the Wisconsin Statutes and is the legal extension of the Family Court Branch of the Circuit Court. The general purpose of this department is to conduct formal hearings in matters relating to marriage and actions affecting the family pursuant to Chapters 765 and 767 of the Wisconsin Statutes, and includes the Family Court Counseling Services Unit.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 9,760,891	\$ 10,122,190	\$ 10,407,930	\$ 285,740
Fringe Benefits	2,961,841	0	0	0
Services	5,868,094	5,279,952	5,396,915	116,963
Commodities	288,058	325,971	299,837	-26,134
Other Charges	786,748	0	0	0
Capital Outlay	105,079	11,684	19,456	7,772
Contractual Crosscharges	11,549,164	5,707,648	6,025,740	318,092
Abatements	-1,435,488	-915,279	-791,289	123,990
<b>Total Expenditures</b>	<b>\$ 29,884,387</b>	<b>\$ 20,532,166</b>	<b>\$ 21,358,589</b>	<b>\$ 826,423</b>
<b>State &amp; Federal Revenue</b>	<b>\$ 5,272,779</b>	<b>5,133,484</b>	<b>5,360,873</b>	<b>227,389</b>
<b>Other Revenue</b>	<b>4,470,060</b>	<b>4,695,847</b>	<b>5,248,468</b>	<b>552,621</b>
<b>Total Revenue</b>	<b>\$ 9,742,839</b>	<b>\$ 9,829,331</b>	<b>\$ 10,609,341</b>	<b>\$ 780,010</b>
<b>Property Tax Levy</b>	<b>\$ 20,141,548</b>	<b>\$ 10,702,835</b>	<b>\$ 10,749,248</b>	<b>\$ 46,413</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$8,439,816 to \$19,142,651. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$9,116,135 to \$19,865,383 for a tax levy change of \$722,732.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
County Funded State	Expenditure	\$ 27,322,389	\$ 18,348,964	\$ 19,154,166	\$ 805,202
Court Services	Abatement	-508,118	-116,429	-75,163	41,266
	Revenue	<u>8,841,677</u>	<u>8,804,309</u>	<u>9,528,565</u>	<u>724,256</u>
	Tax Levy	\$ 17,972,594	\$ 9,428,226	\$ 9,550,438	\$ 122,212
Register in Probate	Expenditure	\$ 1,940,172	\$ 1,386,110	\$ 1,334,485	\$ -51,625
	Abatement	0	0	0	0
	Revenue	<u>654,607</u>	<u>682,540</u>	<u>673,940</u>	<u>-8,600</u>
	Tax Levy	\$ 1,285,565	\$ 703,570	\$ 660,545	\$ -43,025
Family Court	Expenditure	\$ 2,057,314	\$ 1,712,371	\$ 1,661,227	\$ -51,144
Commissioner	Abatement	-927,370	-798,850	-716,126	82,724
	Revenue	<u>246,555</u>	<u>342,482</u>	<u>406,836</u>	<u>64,354</u>
	Tax Levy	\$ 883,389	\$ 571,039	\$ 538,265	\$ -32,774

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	307.1	319.0	280.9	-38.1
Overtime Hours	6,655	6,416	4,697	-1,719
Overtime Dollars	\$123,841	\$119,608	\$119,608	\$0

\* Combined Court Related Operations personal services have been reduced \$397,293 to establish a net salary budget that is 96.04% of gross wages. For 1997, Combined Court Related Operations net salary budget was 93.67% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	8.0	7.0	-1.0
Clerical (F)	263.0	219.0	-44.0
Paraprofessional (E)	11.0	11.0	0.0
Professional (B)	44.0	41.0	-3.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>326.0</b>	<b>278.0</b>	<b>-48.0</b>

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COMBINED COURT RELATED OPERATIONS

UNIT NO. 2000

FUND: General - 010000

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Court Reporter	Transfer	3	Family Support	\$ -124,458
Court Reporter - per diem	Transfer	1	Family Support	\$ -3,058
Deputy Clerk of Court	Transfer	3	Family Support	\$ -106,089
Clerk Steno III	Transfer	1	Family Support	\$ -28,691
Clerk Typist II	Transfer	5	Family Support	\$ -125,256
Clerk Typist III	Transfer	2	Family Support	\$ -52,787
Clerk Typist IV	Transfer	3	Family Support	\$ -88,324
Family Support Information Clerk	Transfer	2	Family Support	\$ -52,979
Account Clerk I	Transfer	14	Family Support	\$ -380,181
Account Clerk II	Transfer	3	Family Support	\$ -86,949
Accountant III (NR)	Transfer	1	Family Support	\$ -40,807
Teller I	Transfer	5	Family Support	\$ -135,085
Administrative Assistant 1-Court	Transfer	1	Family Support	\$ -29,951
Administrative Assistant 2-Courts	Transfer	1	Family Support	\$ -40,474
Administrative Assistant 2-Family	Transfer	1	Family Support	\$ -42,354
KIDS Project Coordinator	Transfer	1	Family Support	\$ -39,508
Manager - Family Support	Transfer	1	Family Support	\$ -64,413
Court Coordinator	Create	1	Chief Judge	\$ 49,877
Clerk Steno III	Abolish	1	Administration	\$ -27,815
Clerk Typist III	Create	2	Criminal	\$ 52,787
Deputy Clerk of Court	Create	1044 hrs.	Criminal	\$ 17,682
Account Clerk II	Create	1	Criminal	\$ 28,983
Clerk Typist III	Abolish	1	Criminal	\$ -26,394
Deputy Clerk of Court	Abolish	2	Criminal	\$ -70,726
			TOTAL	\$ -1,416,970

COUNTY FUNDED STATE COURT SERVICES DIVISION

Division Description

The division is comprised of six units, the Chief Judge's Office, Clerk of Courts Administration, Family Section, Criminal Section, Civil Section and Children's Section:

The **Chief Judge** is the Administrative Chief of the First Judicial Administrative District which is solely comprised of Milwaukee County. The Chief Judge is responsible for the oversight of administration of judicial activities in the 46 Circuit Courts within the District.

The **Administration Section**, under direction of the Clerk of Circuit Court/Court Services Director, plans, directs and coordinates the operations of the Circuit Court Civil, Criminal, Family and Children's sections. It includes

General Administration, Budget and Accounting, Appeals, Jury Management, and Management Information units. It coordinates budget preparation, accounting controls, cash management and investments, personnel, courts automation, jury management and the purchase and distribution of equipment and supplies, prepares statistical reports for the court system, and prepares cases for appeal to the State Appellate Court.

In the **Family Section**, the Family Courts hear all actions affecting the family as set forth in Chapter 767, Wisconsin Statutes.

The courts in the **Criminal Section** hear, try and determine all matters for pretrial, trial and post-conviction proceedings in felony, misdemeanor and traffic matters. In addition, the misdemeanor courts conduct proceedings on matters in which jury demands have been filed in the municipal courts in Milwaukee County. The Clerk of Circuit Court, Criminal Section, consults with litigants and attorneys on procedural

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

matters; processes the records for the court; receives cases from the municipal courts; accounts for and disburses fees and fines to the County Treasurer; prepares judgment rolls and case records; issues warrants and necessary documents for court actions including the issuance of occupational licenses in operating while intoxicated cases, and maintains records for the automated JUSTIS System.

In the *Civil Section*, the Civil Courts adjudicate small-claims, large-claims, replevin and eviction actions. The Clerk of Circuit Court consults with litigants and attorneys on procedural matters, calculates costs and records judgments. This division maintains the central court files for civil and family matters. The Civil Section directs the work of the clerical staff of the court, assigns and

calendars all cases in the Civil and Family Sections of the Circuit Court and supervises the processing of Civil appeals to the State Court of Appeals.

The Clerk of Circuit Court, *Children's Section* consults with petitioners, court-appointed guardians, probation officers and other officials. The Childrens' Courts exercise jurisdiction over matters involving persons under the age of 18 years regarding delinquency, dependency, neglect, guardianships, detention and termination of parental rights. This section directs the preparation of legal processes, court orders and vouchers and maintains and files Children's Court records, including disposition of cases.

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Chief Judge	Expenditure	\$ 705,118	\$ 313,016	\$ 430,322	\$ 117,306
	Abatement	-20,028	0	0	0
	Revenue	<u>32,135</u>	<u>18,000</u>	<u>131,918</u>	<u>113,918</u>
	Tax Levy	\$ 652,955	\$ 295,016	\$ 298,404	\$ 3,388
Clerk of Court Administration	Expenditure	\$ 1,877,441	\$ 739,710	\$ 974,289	\$ 234,579
	Abatement	-137,561	-53,988	0	53,988
	Revenue	<u>310,841</u>	<u>156,825</u>	<u>182,500</u>	<u>25,675</u>
	Tax Levy	\$ 1,429,039	\$ 528,897	\$ 791,789	\$ 262,892
Family Section	Expenditure	\$ 1,488,864	\$ 1,421,998	\$ 977,574	\$ -444,424
	Abatement	0	0	0	0
	Revenue	<u>1,105,311</u>	<u>1,263,566</u>	<u>1,052,288</u>	<u>-211,278</u>
	Tax Levy	\$ 383,553	\$ 158,432	\$ -74,714	\$ -233,146
Criminal Section	Expenditure	\$ 11,100,781	\$ 7,078,346	\$ 7,674,098	\$ 595,752
	Abatement	0	0	0	0
	Revenue	<u>3,412,636</u>	<u>3,133,033</u>	<u>3,695,761</u>	<u>562,728</u>
	Tax Levy	\$ 7,688,145	\$ 3,945,313	\$ 3,978,337	\$ 33,024
Civil Section	Expenditure	\$ 6,100,169	\$ 3,991,061	\$ 4,005,462	\$ 14,401
	Abatement	-127,517	-62,441	-75,163	-12,722
	Revenue	<u>2,765,161</u>	<u>3,003,466</u>	<u>3,240,989</u>	<u>237,523</u>
	Tax Levy	\$ 3,207,491	\$ 925,154	\$ 689,310	\$ -235,844
Children's Section	Expenditure	6,047,944	4,804,833	5,092,421	287,588
	Abatement	-223,012	0	0	0
	Revenue	<u>1,179,713</u>	<u>1,229,419</u>	<u>1,190,609</u>	<u>-38,810</u>
	Tax Levy	\$ 4,645,219	\$ 3,575,414	\$ 3,901,812	\$ 326,398

**BUDGET HIGHLIGHTS**

- Pursuant to State Statute Chapter 59, relating to Health and Human Services, which states that a County Board may designate by resolution any office, officer, board,

department or agency as the county support collection designee to receive and disburse child and spousal support payments ordered by the Courts, the Family Support staff located in the Clerk of Courts' Office in 1997 is transferred to the Department of Child Support

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COMBINED COURT RELATED OPERATIONS

UNIT NO. 2000

FUND: General - 010000

Enforcement. All expenditures associated with this staff had formally been crosscharged from the Clerk of Courts' office to the Department of Child Support Enforcement. This transfer eliminates that crosscharge which was \$1,771,952 in 1997. Expenditure authority in the Department of Child Support Enforcement in 1998 for the Family Support Division is \$1,709,401 for a decrease of \$62,551 from 1997. There are 48 positions associated with this transfer. Although the staff is transferred into the Department of Child Support Enforcement, the physical location of the staff is not altered. It is anticipated that this transfer will increase the efficiencies within the Department of Child Support Enforcement and lead to additional savings. The State of Wisconsin has guaranteed the Department of Child Support Enforcement 55 pieces of computer equipment, contingent upon the transfer of Family Support Operations occurring in 1998, to convert Family Support staff from CCAP terminals to KIDS terminals. The 1998 - 1999 State Budget mandates that this transfer occur in 1999.

- Two positions of Deputy Clerk of Court/Judicial Assistant and one position of Clerk Typist III are abolished, with a savings of \$97,120. These positions were provided in 1997 for the reinstatement of the Bench Warrant Removal Project for one year, preventing the unnecessary incarceration of individuals for cases which the District Attorney cannot or will not prosecute.
- Pursuant to State Statute 230.047, entitled Temporary interchange of employees, the County enters into an agreement with the State of Wisconsin to allow for the temporary interchange of the current holder of the position of Justice System Review Coordinator. This employee will perform duties of the state position of District Court Administrator. The State has agreed to provide full reimbursement, including costs of fringe benefits, which totals \$119,918. This agreement is entered into for the duration of one year, and will be evaluated for possible extension of one year only for 1999, pursuant to statute, which allows such an agreement for only a two-year period.
- Creation of one position of Court Coordinator, at a cost of \$49,877, is included to provide for the services previously performed by the Justice System Review Coordinator for the felony courts.
- For 1998, the vacant position of Clerk Steno III is abolished for a savings of \$28,091.
- Personal Services have been reduced \$397,293 to establish a net salary budget that is 96.04% of gross wages. For 1997, the net salary budget was 93.67% of gross wages.
- The cost to continue one position of Legal Counsel 1 is

\$38,395. The cost of this position was partially offset by the abolishment of one Legal Research Intern at a savings of \$27,366.

- In an effort to reduce jail population, the Chief Judge of Milwaukee County has ordered the conversion of one Probate Court to a full-time Misdemeanor Court effective January 1, 1998. Additional Clerk of Court staff required for this total \$99,453 and include two Clerk Typist III, one Account Clerk II and 1044 hours for a Deputy Clerk of Court. Two additional bailiff posts are required to staff the court and are included in the crosscharge from the Sheriff's Department.
- One Deputy Clerk of Court, with a cost of \$35,727, is transferred from the Register in Probate to the Clerk of Courts to provide for staffing of the Probate Court that is being converted to a full-time Misdemeanor Court on January 1, 1998.
- The cost of court-ordered services increases \$112,750 due to increases of \$41,000 in Legal Fees and \$71,750 in Guardian Ad Litem Fees. In recognition of the work of the Clerk of Court with members of the Judiciary regarding Guardian ad Litem costs, funding remains at the department's requested amount. Funding for Witness Fees of \$84,000, Interpreter Fees of \$72,000 and Transcript Fees of \$60,000 remain at the 1997 levels due to actual experience.
- Juror Costs decrease by \$8,300 due to a decrease of \$8,300 in House of Correction Jury Meals. Funding for Juror Fees, Juror Hotel and Meals remains at 1997 funding levels.
- Bailiff services increase by adding funding for three Deputy Sheriff I bailiff positions for the converted Probate Court into a full-time Misdemeanor Court. In total, the 1998 bailiff staffing plan provides 102 sworn positions, including 98 Deputy Sheriff I, three Sergeants, one Lieutenant and 10,000 hours of overtime to provide full-time and vacation relief coverage for the following 81 posts: twenty for the Felony Judges, twenty-one for the Misdemeanor Judges, eleven for the Juvenile Court Judges, four for the Family Court Judges, four for the Civil and Probate Judges, three for Civil Judges handling spin-off felonies, one for the Civil Judge handling small claims, four for the Juvenile Court Commissioners, three for Preliminary Hearing Court, two for the Family Court Commissioner's Office, two for Intake Court, one each for the Traffic Commissioner and Small Claims Commissioner, three posts at the Children's Court Center and one bailiff assigned to the Out-of-Custody Court.
- Funding is provided to fund the Court's portion for the seven night per week operation of the Booking Magistrate/Out-of-Custody Intake Court Program,

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COMBINED COURT RELATED OPERATIONS

UNIT NO. 2000

FUND: General - 010000

including the cost of one Deputy Clerk of Court/Judicial Assistant, at a cost of \$35,363, and a part-time Court Commissioner, at a cost of \$29,120.

- Appropriations for library services for judges are decreased by \$40,000, with a decrease of \$49,400, from \$120,445 to \$71,045, in the book budget for written materials due in part to 1998 being a non-statute year. 1997 created a \$26,600 contract with the Legal Resource Center to order and maintain written reference materials in Judges' chambers and to provide assistance to court staff in the use of Lexis and Westlaw. This contract increases by \$9,400, from \$26,600 to \$34,000, for 1998.
- The Legal Research Center, Org. 1943, created in 1996, will continue under the control and oversight of the Chief Judge and Clerk of Circuit Court.
- Funding of \$39,583 is provided for replacement and minor equipment purchases including \$30,278 for replacement chairs and \$9,305 for miscellaneous minor equipment.
- In 1996, the County Board of Supervisors adopted File No. 96-273 which authorized and directed that the Wisconsin Correctional Services and In-House Correctional Services contracts relating to the operation of the Intake Screening Center and the population levels of the Jail and House of Correction be transferred from Combined Court Related Operations to the jurisdiction of the Sheriff's Department. This transfer was made to provide the Sheriff with tools to assist with the management of the Jail and to ensure the continued unhampered future operation of these programs. For 1998, these programs will remain under the jurisdiction of the Sheriff and the funding for the programs will be placed in Org. 1940.
- Funding of \$14,000 for the rental of the Municipal Court room in the CJF continues in 1998, which is the same rate as 1997. Although the County is no longer utilizing this space, the billing cycle occurs after the year has expired and this funding will be used for 1997's space costs.
- Revenue of \$90,000 from the Local Law Enforcement Block Grant is provided. \$10,000 in Revenue from the Milwaukee Foundation provides the local match. Expenditure authority of \$100,000 is provided in the Contract - Personal Services Account for use by the Drug Court.
- State reimbursement revenue increases \$27,072, from \$4,888,883 to \$4,915,955. An increase of \$9,087 in reimbursement for Interpreter Services is projected. An increase in reimbursement of \$8,383 for salary costs for judges and court reporters will result in a corresponding increase in expenditures for these costs. Funding for the Court Support Grant remains at the 1997 levels. Reimbursement for Guardian ad Litem services increase by \$9,600 for the Clerk of Courts but is offset by a corresponding decrease of \$9,600 in Guardian ad Litem funding for the Register in Probate for a net funding level of Guardian ad Litem services for the Courts' system at 1997 levels.
- A \$586,200 increase, from \$555,000 to \$1,141,200, in the Bail Forfeiture Fund is a result of the increased jail population and a change in department policy that expedites collection of this revenue. Interest on Investments revenue decreases \$152,320, from \$446,820 to \$294,500, due to the loss of KIDS money to the State. Civil Filing Fee revenue increases by \$97,300, from \$877,700 to \$975,000.
- Due to the conversion of the financial section of the department to CCAP Financial, various revenue accounts have been consolidated to correspond with CCAP reporting requirements.
- In 1998, the department will begin utilizing tax intercept to attempt to recoup owed forfeitures. \$25,000 in revenue has been included in anticipation of this new initiative.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

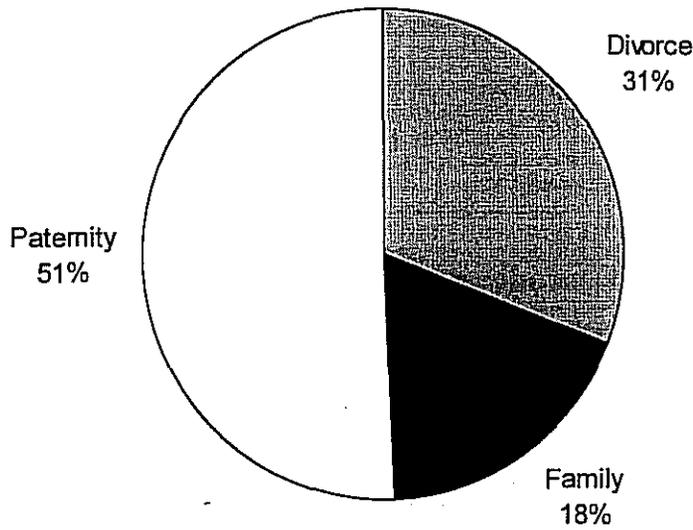
**UNIT NO. 2000**

**FUND: General - 010000**

**Family Division**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Total Family Cases Filed	16,000	11,750	16,500	12,510
Divorce Cases Filed	4,000	3,831	4,000	3,879
Other Family Matters Filed	4,000	2,186	4,000	2,277
Paternity Cases Filed	8,000	5,733	8,500	6,354

**Family Case Distribution - 1998**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

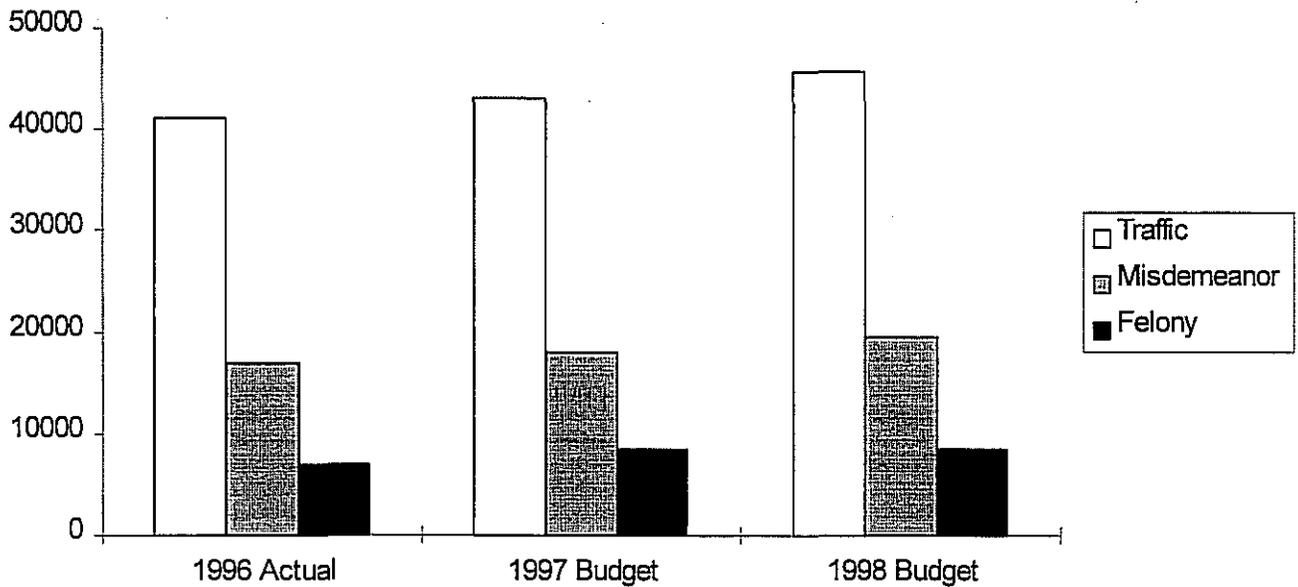
**UNIT NO. 2000**

**FUND: General - 010000**

**Criminal Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Cases Filed	65,000	72,205	68,500	73,659
Cases Disposed	64,500	70,681	68,000	70,799
Cases Pending End of Year	37,485	39,210	37,600	40,460
Traffic Cases Filed	41,150	44,759	43,000	45,638
Misdemeanor Cases Filed	16,950	19,289	18,000	19,521
Felony Cases Filed	6,900	8,157	8,500	8,500

**Criminal Section Annual Cases Filed**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

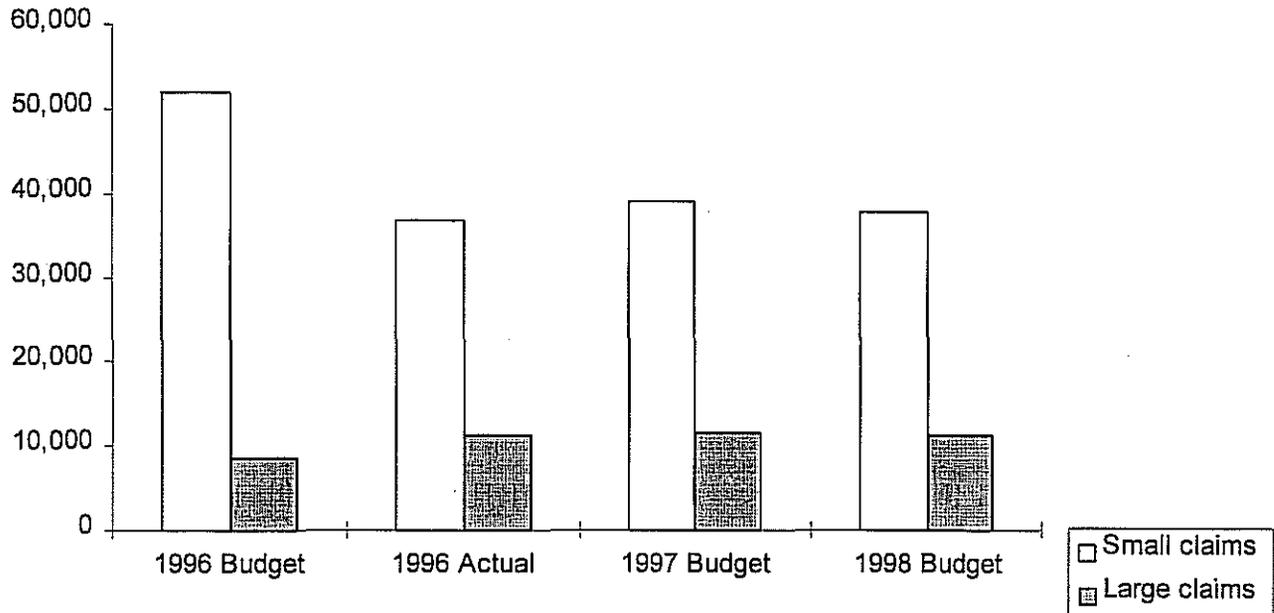
**UNIT NO. 2000**

**FUND: General - 010000**

**Civil Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Cases Filed	52,000	47,968	50,500	49,057
Cases Disposed	38,000	49,701	51,000	50,000
Cases Pending End of Year	14,000	6,183	6,000	6,200
Small Claims Filed	52,000	36,694	39,000	37,682
Large Claims Filed	8,600	11,274	11,500	11,375

**Civil Section Annual Cases Filed**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

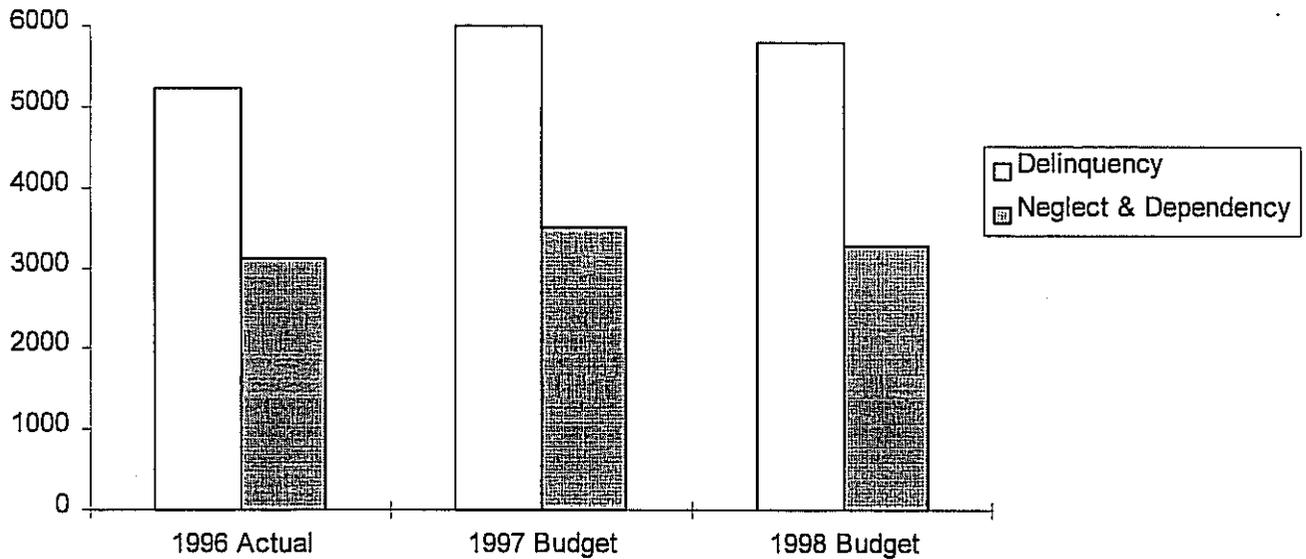
**UNIT NO. 2000**

**FUND: General - 010000**

**Children's Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Cases Filed	10,530	9,245	10,400	9,966
Cases Disposed	6,000	9,426	9,600	9,478
Cases Pending End of Year	3,500	5,649	5,900	6,388
Delinquency Petitions	280	5,236	6,000	5,798
Neglect & Dependency Petitions	.750	3,121	3,500	3,268
Termination of Parental Rights	9,200	194	200	200
Other Juvenile Matters	6,556	694	700	700

**Children's Section Annual Workload Depiction**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

**REGISTER IN PROBATE DIVISION**

**OBJECTIVES**

1. Continue to develop computer programs as part of caseflow management to monitor the statutory duty of guardians to file annual reports on the condition of their ward as well as procedures to improve compliance.
2. Develop computer programs as part of caseflow management to monitor filings and dispositions of contested cases and expand the computerized index to probate proceedings to include all probate records to increase efficiency in retrieving probate records.

provides information on probate procedures, practices and the status of pending probate proceedings; verifies disbursements and assets in guardianship accounts; collects probate filing fees; issues certified copies of probate records; microfilms probate records and processes originals for destruction; provides the mechanism and direct public services for informal administration of estates; provides legal services associated with adoption proceedings, procedural requirements for final settlements of estates and enforcing time limits for filing estate inventories and trust and guardianship accounts and for closing estates; and certifies appeal records to the Court of Appeals.

The *Probate Court Support Unit* assists the Probate Courts in adjudicating matters involving probate, trusts, guardianships of persons and estates, conservatorship, protective placements, involuntary commitments, termination of parental rights and adoptions, domestic violence cases and issues restraining orders and injunctions in harassment cases.

**Division Description**

The *Probate Administration Unit* provides administrative services for the probate system. It maintains all wills deposited for safekeeping or filed for probate, all probate records of estates, trusts, guardianships of persons and estates, conservatorship, protective placements, involuntary commitments, termination of parental rights and adoptions;

<b>DIVISIONAL COST SUMMARY</b>						
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>	
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	
Administration	Expenditure	\$ 1,003,324	\$ 689,822	\$ 700,178	\$ 10,356	
	Revenue	<u>422,465</u>	<u>437,940</u>	<u>438,940</u>	<u>1,000</u>	
	Tax Levy	\$ 580,859	\$ 251,882	\$ 261,238	\$ 9,356	
Court Support	Expenditure	\$ 936,848	\$ 696,288	\$ 634,307	\$ -61,981	
	Revenue	<u>232,142</u>	<u>244,600</u>	<u>235,000</u>	<u>-9,600</u>	
	Tax Levy	\$ 704,706	\$ 451,688	\$ 399,307	\$ -52,381	

**BUDGET HIGHLIGHTS**

- One Deputy Clerk of Court, with a cost of \$35,727, is transferred from the Register in Probate to the Clerk of Courts to provide for staffing of the Probate Court that is being converted to a full-time Misdemeanor Court on January 1, 1998.
- The cost of court-ordered services decreases \$30,500, from \$443,062 to \$412,562, due to a decrease of \$46,850 for Guardian ad Litem fees and a decrease of \$4,650 in Legal fees offset by an increase of \$20,000

for psychiatrist fees and an increase of \$1,000 in Guardian ad Litem miscellaneous costs, all based on experience.

- Personal Services have been reduced by \$8,000 to establish a net salary budget that is 98.99% of gross wages. For 1997, the net salary budget was 96.26% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Informal Administration	2,000	1,937	2,000	2,100
Adoptions	140	309	140	15*
Trust, Openings	75	67	100	75
Wills for Safekeeping	275	197	250	250
Guardianships/Conservatorship Opened	725	748	77,700	745
Protective Placement Cases Filed Chapter 55	575	755	550	680
Mental Commitment Cases Filed Chapter 51	2,450	2,629	2,695	2,630
Termination of Parental Rights	100	119	100	0*
Annual Review of Protective Placements	1,600	1,768	1,670	1,700
Probate Proceeding in Court	760	407	760	415
Restraining Orders & Injunctions	1,600	1,613	1,600	1,600
Domestic Violence Cases	5,588	7,411	5,500	7,500

\* Responsibility for Adoptions and Terminations of Parental Rights has transferred to the Children's Section of the Clerk of Courts.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

**FAMILY COURT COMMISSIONER DIVISION**

**OBJECTIVES**

1. Provide clients not represented by legal counsel with procedural information and direction regarding proceedings in the Family Courts and comply with the statutory provisions of Section 767.081 of the Wisconsin State Statutes.

**Division Description**

The following is a division summary of major changes of the three units, General Office, Child Support and Family Court Counseling Services, included in this division.

The *General Office Unit* conducts hearings for the family matters of separation, divorce, and domestic abuse cases. This unit also provides clerical support for these activities. A total of 21 professional and clerical positions are authorized to provide these services. A portion of these salaries are internally charged to the Child Support Enforcement unit for services provided to that unit

The *Child Support Enforcement Unit* provides support to

Child Support Enforcement in coordination with the County Funded State Court Services and the Family Courts. This unit conducts the paternity hearings and monitors the job search task for those individuals liable for child support. This section has eight authorized full-time positions: four Assistant Family Court Commissioner positions and four clerical positions. It also receives staff support from the General Office.

The *Family Court Counseling Services Unit* was created in 1989 to provide mediation services and custody studies for the Family Courts as mandated by Section 767.11, Wisconsin Statutes. The authorized staff includes the Director of Family Court Counseling Service, a Family Court Clerk IV (NR) and a Family Court Counseling Clerk to provide referrals to private providers of custody studies and mediation services and to administer the contracts with these providers. Costs of mediation and custody studies are funded by user fees, filing fees and from a portion of the fee for the sale of marriage licenses.

<b>DIVISIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
General Office	Expenditure	\$ 926,777	\$ 664,278	\$ 645,085	\$ -19,193
	Abatement	0	0	0	0
	Revenue	<u>14,290</u>	<u>57,000</u>	<u>57,000</u>	<u>0</u>
	Tax Levy	\$ 912,487	\$ 607,278	\$ 588,085	\$ -19,193
Child Support Enforcement Services	Expenditure	\$ 929,415	\$ 798,850	\$ 716,126	\$ -82,724
	Abatement	927,370	798,850	716,126	-82,724
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 2,045	\$ 0	\$ 0	\$ 0
Family Court Counseling Services	Expenditure	\$ 205,212	\$ 249,243	\$ 300,016	\$ 50,773
	Abatement	0	0	0	0
	Revenue	<u>232,265</u>	<u>285,482</u>	<u>349,836</u>	<u>64,354</u>
	Tax Levy	\$ -27,053	\$ -36,239	\$ -49,820	\$ -13,581

**BUDGET HIGHLIGHTS**

- The \$300,016 cost of expenditures for the Family Court Counseling Unit, along with \$49,820 of costs for Fringe Benefits, IMSD charges, Central Services Allocation, Space Rental and Mail Room Services is offset by revenues collected from filing fees in certain family cases and user fees for mediation and custody study services and from a portion of the fee for the sale of marriage licenses. If, during 1998, the actual revenues received from these sources exceed the expenditures

budgeted, the State mandates that they are to be set aside to offset future operating costs of this section. Any surplus resulting from this section cannot be used to reduce County tax levy.

- The cost of bailiff services to be provided by the Sheriff's Department decreases by \$13,301, from \$145,261 to \$131,960. This appropriation is based on the Sheriff's Department providing the same level of bailiff services for 1998 as was provided in 1997 but in a more efficient manner.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 01000**

- The cost of bailiff services to be provided by the Sheriff's Department decreases by \$13,301, from \$145,261 to \$131,960. This appropriation is based on the Sheriff's Department providing the same level of bailiff services for 1998 as was provided in 1997 but in a more efficient manner.
- The abatement to Child Support Enforcement for child support enforcement services provided by this unit decreases by \$82,724, from \$798,850 to \$716,126, primarily due to a decrease of \$66,698 in Direct Labor Transfer and a decrease of \$4,050 in Sheriff Services.
- Personal Services have been reduced by \$61,880 to establish a net salary budget that is 95.54% of gross wages. For 1997, net salary budget was 97.44% of gross wages.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Divorce/Compel Support Motions Scheduled	8,550	8,257	9,300	9,000
Paternity Motions Scheduled	30,900	22,556	31,000	25,000
Domestic Abuse/Child Abuse TRO Hearings	3,200	4,214	4,200	4,500
Default Hearings Heard for Judges	4,200	400	400	500
"Walk-In" Matters-Divorce/Paternity	4,250	8,294	4,700	6,500
Review of Stipulations/Issuances of Orders	2,500	2,475	2,500	2,500
Case Inquiries - By Phone and Mail	1,950	1,950	1,950	1,950
Referrals from Judges for FCC Hearings	100	100	100	100

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

**OPERATING AUTHORITY AND PURPOSE**

The purpose of the Department of Child Support Enforcement is to implement and administer the Child Support Enforcement Act pursuant to Title IV-D of the Federal Social Security Act and Sections 46.25 and 59.53(5m) of the Wisconsin Statutes, under contract with the State Department of Workforce Development. Cases are referred to the Department of Child Support Enforcement by the Milwaukee County Department of Human Services and W-2 vendors when a custodial parent applies for benefits. Non-AFDC custodial parents may also apply for services. The Department of Child Support Enforcement works cooperatively with other County departments within the IV-D program to conduct investigations, locate absent parents, appear in court on cases to establish and enforce support orders, establish paternity, conduct job search interviews and various other child support related functions. The Department also administers the recovery of medical as well as subsistence payments.

**OBJECTIVES**

1. Continue to implement procedures to comply with provisions of the 1988 Family Support Act for periodic review and revision of child support orders.
2. Continue to work with the State Bureau of Child Support Enforcement to develop and implement the new Child Support Automation System (KIDS) which the State brought on-line on September 1, 1996.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 5,003,505	\$ 5,650,277	\$ 5,925,871	\$ 275,594
Fringe Benefits	1,557,658	0	0	0
Services	1,535,873	1,578,512	1,577,847	-665
Commodities	65,003	143,145	160,420	17,275
Capital Outlay	21,145	32,000	30,400	-1,600
Other Charges	4	0	0	0
Contractual Crosscharges	4,757,525	2,976,032	915,569	-2,060,463
Abatements	-2,347,560	-1,825,452	0	1,825,452
<b>Total Expenditures</b>	<b>\$ 10,593,153</b>	<b>\$ 8,554,514</b>	<b>\$ 8,610,107</b>	<b>\$ 55,593</b>
State & Federal Revenue	10,539,400	10,653,437	11,589,342	935,905
Other Direct Revenue	928,092	496,000	422,023	-73,977
<b>Total Revenue</b>	<b>\$ 11,467,492</b>	<b>\$ 11,149,437</b>	<b>\$ 12,011,365</b>	<b>\$ 861,928</b>
<b>Property Tax Levy</b>	<b>\$ -874,339</b>	<b>\$ -2,594,923</b>	<b>\$ -3,401,258</b>	<b>\$ -806,335</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,277,982 to \$-316,941. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,223,826, to \$-1,177,432, for a tax levy change of \$-860,491.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administrative Services	Expenditure	\$ 842,221	\$ 736,926	\$ 762,728	\$ 25,802
	Abatement	0	0	0	0
	Revenue	<u>3,998,756</u>	<u>3,882,138</u>	<u>4,265,045</u>	<u>382,907</u>
	Tax Levy	\$ -3,156,535	\$ -3,145,212	\$ -3,502,317	\$ -357,105
Client/Case Services	Expenditure	\$ 9,453,160	\$ 7,599,397	\$ 6,137,978	\$ -1,461,419
	Abatement	-40,571	-53,500	0	-53,500
	Revenue	<u>7,468,736</u>	<u>7,267,299</u>	<u>7,746,320</u>	<u>479,021</u>
	Tax Levy	\$ 1,943,853	\$ 278,598	\$ -1,608,342	\$ -1,886,940
Family Support	Expenditure	\$ 2,645,332	\$ 2,043,643	\$ 1,709,401	\$ -334,242
	Abatement	-2,306,989	-1,771,952	0	1,771,952
	Revenue	\$ 0	\$ 0	\$ 0	\$ 0
	Tax Levy	\$ 338,343	\$ 271,691	\$ 1,709,401	\$ 1,437,710

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	124.8	130.3	177.7	47.4
Overtime Hours	2,128	1,084	3,719	2,635
Overtime Dollars	\$ 44,199	\$ 15,010	\$ 78,162	\$ 63,152

Department of Child Support Enforcement personal services have been reduced by \$266,706 to establish a net salary budget that is 95.37% of gross wages. For 1997, the Department of Child Support Enforcement had a net salary budget that was 96.05% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	54.0	95.0	41.0
Paraprofessional (E)	17.0	17.0	0.0
Professional (B)	43.0	46.0	3.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>119.0</b>	<b>163.0</b>	<b>44.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

**UNIT NO.** 2430

**FUND:** 01000

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Court Reporter	Transfer	3	Family Support	\$ 124,458
Court Reporter-per diem	Transfer	1	Family Support	\$ 3,058
Deputy Clerk of Court	Transfer	3	Family Support	\$ 106,089
Clerk Steno III	Transfer	1	Family Support	\$ 28,691
Clerk Typist II	Transfer	5	Family Support	\$ 125,256
Clerk Typist III	Transfer	2	Family Support	\$ 52,787
Clerk Typist IV	Transfer	3	Family Support	\$ 88,324
Family Support Information Clerk	Transfer	2	Family Support	\$ 52,979
Account Clerk I	Transfer	14	Family Support	\$ 380,181
Account Clerk II	Transfer	3	Family Support	\$ 86,949
Accountant III (NR)	Transfer	1	Family Support	\$ 40,807
Teller I	Transfer	5	Family Support	\$ 135,085
Administrative Assistant 1-Courts	Transfer	1	Family Support	\$ 29,951
Administrative Assistant 2-Courts	Transfer	1	Family Support	\$ 40,474
Administrative Assistant 2-Family	Transfer	1	Family Support	\$ 42,354
KIDS Project Coordinator	Transfer	1	Family Support	\$ 39,508
Manager-Family Support	Transfer	1	Family Support	\$ 64,413
Court Reporter	Abolish	1	Family Support	\$ -41,486
Court Reporter-per diem	Abolish	1	Family Support	\$ -3,065
Teller I	Abolish	1	Family Support	\$ -27,017
Trainer Coordinator	Create	1	Administrative Services	\$ 34,034
Paralegal-Jobs Center	Abolish	1	Client/Case Services	\$ -34,197
Assistant Director-Child Support	Abolish	1	Administrative Services	\$ -59,569
		44	TOTAL	\$ 1,310,064

**DEPARTMENT DESCRIPTION**

The Department of Child Support Enforcement includes the Administrative Services, Client/Case Services and the Family Support Divisions:

The **Administrative Services Division** administers the Child Support Enforcement program at the County level by setting policy and establishing programs and procedures to comply with Federal regulations and State statutes. The Director enters into contractual agreements with other departments and private agencies to perform work to meet these requirements. This unit also provides data processing services and support to the Client/Case Services Division

The **Client/Case Services Division** provides all legal, investigative and clerical support for case establishment, investigation and support enforcement, and legal services to clients. It consists of the following sections: Case Establishment, Parent Locate, Enforcement, Interstate, Foster Care, Kinship Care and Legal Services as well as the

Pilot Order Revision Project, included in the Special Projects.

The **Family Support Division** receives and disburses money for alimony, child support, settlements, attorney's fees and other amounts ordered in divorce and paternity actions. This division establishes, maintains and revises payment records, including assigned payments to the County and State welfare departments, and provides information to court officials, other governmental agencies and the public.

**BUDGET HIGHLIGHTS**

**DEPARTMENTAL**

- During 1997, six positions of Paralegal were created in the Department to provide child support services at the six W-2 district sites. The cost to continue these positions in 1998 is \$205,182.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

UNIT NO. 2430

FUND: 01000

- This budget includes a tax levy surplus of \$3,401,258 for 1998. The 1998 budget includes expenditures of \$8,610,107 plus \$3,005,334 in charges which are allocated to this budget for total expenditures of \$11,615,441 for 1998, which is an increase of \$785,727 from 1997. Revenue is estimated to be \$12,011,365. If, during 1998, the amount of actual incentive revenue exceeds the amount of budgeted expenditures, the surplus is to be recorded in a special revenue account, 2499, titled Revenue from Other Governmental Units. These funds can only be expended via an appropriation transfer requiring approval of the County Executive and the County Board.
- Pursuant to State Statute Chapter 59, relating to Health and Human Services, which states that a County Board may designate by resolution any office, officer, board, department or agency as the county support collection designee to receive and disburse child and spousal support payments ordered by the Courts, the Family Support staff located in the Clerk of Courts' Office in 1997 is transferred to the Department of Child Support Enforcement. All expenditures associated with this staff had formally been crosscharged from the Clerk of Courts' office to the Department of Child Support Enforcement. This transfer eliminates that crosscharge, which was \$1,771,952 in 1997. Expenditure authority in the Department of Child Support Enforcement in 1998 for the Family Support Division is \$1,709,401, for a decrease of \$62,551 from 1997. There are 48 positions associated with this transfer. Although the staff is transferred into the Department of Child Support Enforcement, the physical location of the staff is not altered. It is anticipated that this transfer will increase the efficiencies within the Department of Child Support Enforcement and lead to additional savings. The State of Wisconsin has guaranteed the Department of Child Support Enforcement 55 pieces of computer equipment to convert Family Support staff from CCAP terminals to KIDS terminals. This equipment is contingent upon the County Board approving, by January 15, 1998, the transfer of Family Support Operations. It is anticipated that the 1998 - 1999 State Budget will mandate that this transfer occur in 1999.
- Personal Services have been reduced \$266,706 to establish a net salary budget that is 95.37% of gross

wages. For 1997, the net salary budget was 96.05% of gross wages.

## ADMINISTRATIVE SERVICES DIVISION

- In June of 1997, the Department submitted revenue estimates as part of its requested 1998 budget. However, since that time, the contract with the State that dictates funding to counties, currently under negotiation, proposes changes in funding formulas. It is anticipated that the Department, as a part of the pending contract, will receive funding equal to that included in its Requested Budget and the Recommended Budget. The Recommended Budget is based on the following: incentive revenue increases of \$322,125, from \$3,329,875 to \$3,652,000, due to an increase of \$247,500 in AFDC Revenue; an increase of \$284,625 in Non-AFDC Revenue and a decrease of \$210,000 in Paternity Incentive Revenue. The Federal AFDC reimbursement rate is 7.5% for 1998 which is the same as the 1997 adopted level. This incentive revenue reimbursement rate increases when the ratio of collections to expenditures improves. The Federal reimbursement formula for non-AFDC incentive revenue is limited to 115 percent of AFDC revenue.
- One position of Trainer Coordinator is created at a cost of \$34,034 to provide training for new employees and continue the education of existing staff on policy and procedure changes.
- One position of Assistant Director of Child Support is abolished for a savings of \$59,569. Conversion of the Department to the KIDS system reduces the need for Data Processing Personnel in the Department for which this position was responsible.

## CLIENT/CASE SERVICES DIVISION

- Administrative reimbursement revenue increases \$508,780, from \$6,403,348 to \$6,912,128. Administrative reimbursement revenue is based on a 1998 reimbursement rate of 66% of allowable costs and 90% of net blood test costs.
- One position of Paralegal - Jobs Center is abolished, for a savings of \$34,197, due to the loss of 100% of funding and the creation during 1997 of 6 Paralegals to staff the six W-2 district sites.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

- The crosscharges to the Child Support program from the Family Court Commissioner, District Attorney and Clerk of Circuit Court are reviewed annually. Crosscharges are adjusted to reflect appropriate staffing levels, the percentage of operating expenses related to Child Support Enforcement activities, and the projected revenues from Child Support Enforcement operations. Due to the transfer of the Family Support staff, the crosscharge from the Clerk of Court for 1998 is for file services provided by the Civil Division. The Child Support service charges from the serving departments are as follows:

**FAMILY SUPPORT DIVISION**

- One vacant position of Teller I is abolished for a savings of \$29,951.
- The Temporary Help account is reduced by \$25,000 in anticipation of efficiencies due to transfer of the Family Support Function.
- During 1997, the Department began leasing audio recording equipment to record Paternity hearings in lieu of Court Reporters. For 1998, two positions of Court Reporter, one full-time and one per diem are abolished for a savings of \$44,551. Funding of \$29,529 is provided for the lease of this equipment for 1998. The State of Wisconsin requires leasing of equipment rather than purchase to be eligible for 66% reimbursement.

<b>CROSSCHARGES FROM OTHER COUNTY AGENCIES</b>			
	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Family Court Commissioner	\$ 798,850	\$ 718,407	\$ -80,443
Clerk of Court	1,825,940	75,163	-1,750,777
District Attorney	82,565	90,835	8,270
<b>TOTAL</b>	<b>2,956,120</b>	<b>884,405</b>	<b>-2,071,715</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

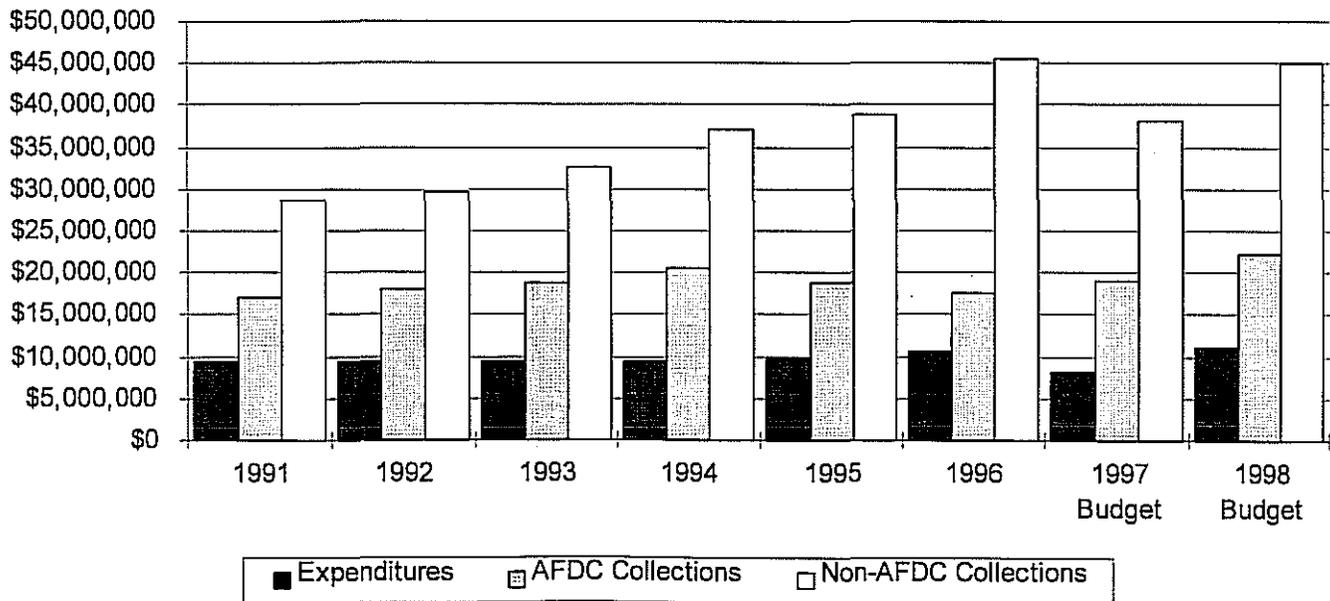
**DEPT:** DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

**UNIT NO.** 2430

**FUND:** 01000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Collections - AFDC	\$ 20,880,000	\$ 17,671,117	\$ 19,100,000	\$ 22,400,000
Collections - Non-AFDC	\$ 37,120,000	\$ 45,588,899	\$ 38,000,000	\$ 45,000,000
Cases Referred to Court	27,000	28,813	27,000	35,000
Total Cases Reviewed - Enforcement	128,000	151,956	133,000	165,000
Total AFDC Cases	70,000	64,876	75,000	75,000
Total Non-AFDC Cases	58,000	87,080	58,000	90,000

**CHILD SUPPORT ENFORCEMENT**  
**Actual Expenditures, AFDC and Non-AFDC Collections**  
**1991 Through 1996 Actual and 1997 and 1998 Budgets**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ELECTION COMMISSION**

**UNIT NO. 3010**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 7.10, 7.21 and 7.60 of the Wisconsin Statutes, this department prepares, prints, distributes and has custody of ballots, prints all voting machine labels, absentee and sample ballots; canvasses returns and certifies them to the State Elections Board; advertises all elections held on a Federal, State and County-wide basis in community and minority newspapers; distributes, receives and verifies the legality of nomination papers filed; receives Code of Ethics forms, expense statements and registration forms of candidates and committees; maintains election records and files; prorates charges to municipalities and

school boards for certain election services provided; reviews election laws; registers City of Milwaukee electors; conducts recount proceedings; issues certificates of election to County Supervisors, County Executive, five County constitutional officers and committee persons elected from the County; provides a statistical elections booklet after each fall election; prints County, Congressional, Supervisor, State Senate and Assembly maps; and attends meetings relative to the office.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 87,934	\$ 93,295	\$ 96,442	\$ 3,147
Fringe Benefits	23,606	0	0	0
Services	772,862	464,649	730,235	265,586
Commodities	656	3,700	2,200	-1,500
Capital Outlay	12,875	0	0	0
Contractual Crosscharges	37,531	3,239	2,204	-1,035
Abatements	-30,477	0	0	0
<b>Total Expenditures</b>	<b>\$ 904,987</b>	<b>\$ 564,883</b>	<b>\$ 831,081</b>	<b>\$ 266,198</b>
<b>Direct Revenue</b>	<b>116,888</b>	<b>85,500</b>	<b>120,000</b>	<b>34,500</b>
<b>Property Tax Levy</b>	<b>\$ 788,099</b>	<b>\$ 479,383</b>	<b>\$ 711,081</b>	<b>\$ 231,698</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$31,601 to \$510,984. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$33,669 to \$744,750 for a tax levy change of \$263,766.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent***	2.6	2.6	2.7	0.1
Overtime Hours	288	300	400	100
Overtime Dollars	\$5,986	\$6,942	\$9,320	\$2,378

\*\*\* This excludes Election Commission members.

Election Commission personal services reflect a net salary budget that is 100% of gross wages. For 1997, the Election Commission had a salary budget that was 100% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ELECTION COMMISSION**

**UNIT NO. 3010**  
**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative	3.0	3.0	0.0
Clerical	3.0	3.0	0.0
Paraprofessional	1.0	1.0	0.0
Professional	0.0	0.0	0.0
Protective Services	0.0	0.0	0.0
Service/Maintenance	0.0	0.0	0.0
Skilled Craft	0.0	0.0	0.0
Technical	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
<b>Job Title</b>	<b>Action</b>	<b>Number of Positions/Hours</b>	<b>Division</b>	<b>Cost of Positions (excluding fringe benefits)</b>
None				
			<b>TOTAL</b>	<b>\$ 0</b>

The Election Commission budget includes the following two programs:

1. **Spring Elections** - The primary and general elections held in the spring are Judicial, County and municipal elections. Municipalities reimburse the County for their share of expenses. The County must absorb all costs for Judicial and County elections. In presidential election years, there is also a presidential preference election.
2. **Fall Elections** - The primary and general elections held in the fall are primarily state and national elections, with the exception of elections for County constitutional officers and committee persons held every two years. Almost all costs of fall elections are not reimbursed to the County and are, therefore, tax levy.

**BUDGET HIGHLIGHTS**

- The workload of the Election Commission varies according to the number and type of elections anticipated in a given year. For 1998, expenditures reflect an increase since 1998 is a four election year. Primary increases related to workload changes are \$769 for Personal Services, \$25,000 for Advertising and \$246,900 for ballots and election supplies. Overtime increases \$2,378, from \$6,942 to \$9,320.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ELECTION COMMISSION

UNIT NO. 3010  
 FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Spring				
Elections	2	2	2	2
Recount	0	0	0	0
Referenda	0	1	0	0
Special Elections	0	2	0	0
Fall				
Elections	2	2	0	2
Referenda	0	4	0	0
Special Elections	0	0	0	0
Recall	0	0	0	0

FEE SCHEDULE

<u>Service</u>	<u>Fee</u>
Copies	\$.20/sheet
Copies of Statutes	\$1.00/copy
Ballots and supplies for municipalities	Varies



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY TREASURER**

**UNIT NO. 3090**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.25 of the Wisconsin Statutes, this department receives all monies which belong to, or are deposited in trust with, the County of Milwaukee; pays out all monies on order of the County Board, or as otherwise provided by law or ordinances; transmits State taxes, fees, and revenues from other charges to the State Treasurer; collects and enforces the collection of property taxes; acts as custodian of the Employees' Retirement System; assists with certain administrative details in connection with the sale and redemption of 1982 and prior County bonds or notes; provides for the daily cash requirements of Milwaukee County; and invests County appropriations not needed immediately in short-term investments.

**OBJECTIVES**

1. Continue the implementation of direct deposit of payroll for a greater percentage of County employees. Also work with staff to offer this technology to DHS clients such as group home and day care operators.
2. Refine and improve the Treasurer's internal and external data transmission system, enabling remote access to real estate data through a web site and expanded internal usage.
3. Continue to streamline departmental operations, emphasizing job sharing, cross-training and enhanced productivity.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 420,677	\$ 368,488	\$ 376,168	\$ 7,680
Fringe Benefits	132,953	0	0	0
Services	117,055	188,519	166,777	-21,742
Commodities	22,644	16,590	12,700	-3,890
Other Charges	49,648	51,500	51,500	0
Capital Outlay	28,000	3,000	0	-3,000
Contractual Crosscharges	91,599	18,459	13,364	-5,095
Abatements	-75,723	-3,520	-3,520	0
<b>Total Expenditures</b>	<b>\$ 786,853</b>	<b>\$ 643,036</b>	<b>\$ 616,989</b>	<b>\$ -26,047</b>
State & Federal Revenue	42,481	0	0	0
Other Direct Revenue	17,586	16,510	17,250	740
<b>Total Direct Revenue</b>	<b>\$ 60,067</b>	<b>\$ 16,510</b>	<b>\$ 17,250</b>	<b>\$ 740</b>
<b>Property Tax Levy</b>	<b>\$ 726,786</b>	<b>\$ 626,526</b>	<b>\$ 599,739</b>	<b>\$ -26,787</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$149,851 to \$776,377. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$255,931, to \$855,670, for a tax levy change of \$79,293.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	11.7	9.7	9.7	0.0
Overtime Hours	12.6	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

County Treasurer personal services have been reduced by \$10,854 to establish a net salary budget that is 96.99% of gross wages. For 1997, the County Treasurer had a net salary budget that was 97.21% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY TREASURER**

**UNIT NO. 3090**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	2.0	2.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Expenditures are reduced \$26,047 primarily due to a reduction in bank service fees. The reduction in bank service fees is a direct result of utilizing technology

advances for transfer of funds such as direct deposit of payroll and automated clearing house versus wire transfers.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Checks Issued	685,000	453,780	500,000	420,000
Receipts Issued: Property Taxes	6,500	6,000	5,500	5,800
Miscellaneous	1,325	540	600	0
Cash Reports Processed	19,500	17,853	17,000	17,000
Lost Checks and Forgeries Processed	1,100	848	1,100	900
Tax Delinquent Notices Processed	20,000	18,105	14,000	18,000
Unpaid Property Taxes				
Submitted to Treasurer (000's)	\$12,000	\$5,788	\$11,000	\$6,000
Number of Parcels with Bankruptcy Claims, Petitions for Foreclosure	120	51	70	50
Forms Furnished to Municipalities	700,000	809,029	1,000,000	800,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY CLERK**

**UNIT NO. 3270**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.17 of the Wisconsin Statutes, Chapter 28 and Section 56.09 of the County General Ordinances, the County Clerk records the proceedings of the County Board of Supervisors; distributes copies of the printed proceedings; maintains all of the legislative files; produces a continuous index of the ordinances and resolutions presented to the County Board at each meeting; updates existing ordinances and prepares copies of new ordinances for distribution; receives/processes court summons and complaints naming Milwaukee County; maintains the central file of County deeds, contracts, insurance policies, agreements, leases and easements; maintains SARA Title III records for Milwaukee County; administers oaths of office and maintains a file of such oaths as well as public official bonds; maintains a file of qualified public improvement contractors; receives and publicly opens all sealed bids for public improvement projects; receives all bids for services and commodities; distributes copies of the Milwaukee County financial reports and statistical reports of property valuations; issues marriage, hunting, fishing, trapping, equestrian, hayride, horse and stable licenses; processes garnishment actions, tax levies and wage

assignments of County employees; processes lien notices against contractors performing County public improvements; maintains the file of certificates of title for all County-owned vehicles; assists the County Treasurer in signing all County checks; acts as agent for the State in furnishing dog licenses to the municipalities in Milwaukee County; furnishes cat licenses to Milwaukee County municipalities and the Wisconsin Humane Society; and registers all lobbyists and reports quarterly to the County Board on the number of registrants.

**OBJECTIVES**

1. Continue to provide services to the County Board, County Executive, department administrators, County staff and the general public in a timely and cost-effective fashion.
2. Continue to automate office functions by installing a local area network.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 290,315	\$ 300,723	\$ 286,147	\$ -14,576
Fringe Benefits	90,741	0	0	0
Services	48,858	74,681	74,681	0
Commodities	2,167	4,100	7,600	3,500
Other Charges	-10	0	0	0
Capital Outlay	5,306	3,700	16,000	12,300
Contractual Crosscharges	97,608	5,486	4,251	-1,235
Abatements	-68,535	0	0	0
<b>Total Expenditures</b>	<b>\$ 466,450</b>	<b>\$ 388,690</b>	<b>\$ 388,679</b>	<b>\$ -11</b>
Direct Revenue	405,508	457,697	489,697	32,000
<b>Property Tax Levy</b>	<b>\$ 60,942</b>	<b>\$ -69,007</b>	<b>\$ -101,018</b>	<b>\$ -32,011</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$107,095 to \$38,088. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$122,016, to \$20,998, for a tax levy change of \$-17,090.

**COUNTY EXECUTIVE'S 1998 BUDGET**

DEPT: COUNTY CLERK

UNIT NO. 3270

FUND: General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	8.4	8.5	8.0	-0.5
Overtime Hours	1,770	1,000	0	-1,000
Overtime Dollars	\$30,803	\$18,517	\$0	-\$18,517

Personal services for the County Clerk have been reduced by \$32,316 to establish a net salary budget that is 90.44% of gross wages. For 1997, the County Clerk had a net salary budget that was 89.75% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- One position of Librarian I continues to be unfunded since it is not anticipated that this position will be filled. The Librarian position was primarily responsible for indexing County Board Proceedings which is now performed by a contractual agency. All of the position's other duties have been assigned to existing staff.
- Overtime was budgeted for 1,000 hours in 1997 and is eliminated in this budget. It is anticipated that computer automation of the marriage license register and other office functions will significantly reduce the time which was required to perform tasks manually.
- The County Clerk is in the final year of a three-year computer automation initiative. An appropriation of \$16,000 is included in the budget to purchase a fileserver, two workstations and a printer, as well as \$3,500 for software.
- Revenue is increased \$32,000 primarily due to rate increases of \$5 for Marriage License Fees from \$85 to \$90, for an increase of \$32,000. It is projected that 6,400 Marriage Licenses will be issued and 1,000 marriage ceremonies will be performed in the Courthouse in 1998. The County ordinances governing Marriage Licences and Ceremony Fees (59.15 and 59.20) include a provision for a yearly increase to be included in the annual budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY CLERK**

**UNIT NO. 3270**

**FUND: General - 010000**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Marriage Licenses	6,239	6,246	6,400	6,400
Marriage License Waivers	317	233	350	350
Marriage Civil Ceremonies	1,034	1,180	1,000	1,000
Resident/Non-Resident Fishing Licenses	53,900	49,124	54,000	54,000
Resident/Non-Resident Small Game Licenses	7,071	6,386	7,200	7,200
Resident/Non-Resident Big Game Licenses	22,775	21,038	23,000	23,000
Sports (Hunt/Fish) Licenses	3,940	3,964	4,000	4,000
Resident/Non-Resident Archer Licenses	8,597	7,411	8,600	8,600
Trout, Salmon and Waterfowl Stamps	19,404	23,304	19,500	19,500
Free Handicapped Fishing Licenses	69	N/A	75	N/A
Free Military Personnel Fishing/Small Game Hunting Licenses	18	9	20	20
Dog/Cat Licenses	35,213	33,857	36,000	36,000
County Board Files	1,012	887	1,000	1,000
County Board Citations	390	248	400	300
County Ordinances	32	31	30	30
County Board Proceedings Pages	2,419	2,040	2,600	2,200
County Board Digests, Actions Summarized/ Routed	481	510	480	480
Resolutions/Ordinances Indexed	15,563	N/A	16,500	N/A
Employee Garnishments	6,501	4,974	5,500	5,500
Employee Wage Assignments	27,706	26,280	27,500	27,500
Employee/Vendor Tax Levies	6,501	1,091	4,500	1,200
Contractor Lien Notices	48	127	50	60
Contractor Qualification Statements	373	366	350	350
Claims Processed	975	1,010	950	950
Summons and Complaints Processed	1,453	1,390	1,400	1,400
Construction Bid Notices	154	178	150	150
Procurement Bid Notices Processed	4,973	4,950	4,800	4,800
Legal Documents Assigned to Central Files	1,497	1,325	1,300	1,300
County Checks Signature Processed	591,320	593,250	590,000	590,000
Lobbyist Registration	42	29	55	40

**SERVICE**

**FEE**

Marriage Licenses	\$90.00
Wisconsin Conservation Licenses	Varies
Other License/Permits	Varies
Dog/Cat License Admin.	Recover costs
Marriage Waiver Fees	\$10.00
Copy Fees	20¢ per page
Notary Fees	50¢
Marriage Ceremonies	\$75.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** REGISTER OF DEEDS

**UNIT NO.** 3400

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.70 (1), 69.23 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and microfilms all real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements; maintains a motor vehicle lien index; files and indexes birth, marriage and death certificates; sells copies of the above-described documents; collects the real estate transfer

tax; issues the County and senior citizen identification cards; and performs such other functions as provided by law.

**OBJECTIVE**

To maintain all record systems in a timely, accurate, accessible and cost-effective manner.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 1,185,533	\$ 1,312,847	\$ 1,328,611	\$ 15,764
Fringe Benefits	365,127	0	0	0
Services	134,497	140,815	152,610	11,795
Commodities	33,757	51,803	68,905	17,102
Other Charges	-583	0	0	0
Capital Outlay	376	21,924	14,775	-7,149
Contractual Crosscharges	421,329	18,323	14,075	-4,248
Abatements	-258,408	-16,500	-16,500	0
<b>Total Expenditures</b>	<b>\$ 1,881,628</b>	<b>\$ 1,529,212</b>	<b>\$ 1,562,476</b>	<b>\$ 33,264</b>
Direct Revenue	2,770,921	2,772,210	2,928,810	156,600
<b>Property Tax Levy</b>	<b>\$ -889,293</b>	<b>\$ -1,242,998</b>	<b>\$ -1,366,334</b>	<b>\$ -123,336</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$466,672 to \$-776,326. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$473,161 to \$-893,173 for a tax levy change of \$-116,847.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**

**FUND: General - 010000**

ORGANIZATIONAL COST SUMMARY					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 338,489	\$ 235,325	\$ 242,527	\$ 7,202
	Abatement	0	0	0	0
	Revenue	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 338,486	\$ 235,325	\$ 242,527	\$ 7,202
Cashier Services	Expenditure	\$ 258,985	\$ 217,562	\$ 222,844	\$ 5,282
	Abatement	29,269	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 229,716	\$ 217,562	\$ 222,844	\$ 5,282
Real Estate Services	Expenditure	\$ 872,209	\$ 621,195	\$ 642,379	\$ 21,184
	Abatement	110,714	2,500	2,500	0
	Revenue	<u>2,287,737</u>	<u>2,289,110</u>	<u>2,445,310</u>	<u>156,200</u>
	Tax Levy	\$ -1,526,242	\$ -1,670,415	\$ -1,805,431	\$ -135,016
Vital Statistics/ Identification Services	Expenditure	\$ 373,439	\$ 286,590	\$ 285,355	\$ -1,235
	Abatement	61,035	12,000	12,000	0
	Revenue	<u>457,284</u>	<u>456,100</u>	<u>456,500</u>	<u>400</u>
	Tax Levy	\$ -144,880	\$ -181,510	\$ -183,145	\$ -1,635
Tax Listing Services	Expenditure	\$ 275,003	\$ 185,040	\$ 185,871	\$ 831
	Abatement	35,479	2,000	2,000	0
	Revenue	<u>25,897</u>	<u>27,000</u>	<u>27,000</u>	<u>0</u>
	Tax Levy	\$ 213,627	\$ 156,040	\$ 156,871	\$ 831

PERSONNEL SUMMARY				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	43.5	44.1	44.1	0.0
Overtime Hours	1,010	1,010	1,010	0
Overtime Dollars	\$17,100	\$17,100	\$17,100	\$0

Register of Deeds personal services have been reduced by \$11,642 to establish a net salary budget that is 99.07% of gross wages. For 1997, the Register of Deeds had a net salary budget that was 99.04% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	38.0	38.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	

**DEPARTMENT DESCRIPTION**

The **Administration** division directs the activities of the Department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; and performs all departmental business functions such as reconciliation of all revenue and statistical reports, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; maintains and controls escrow funds. This division includes the Register of Deeds, Deputy Register of Deeds, Administrative Assistant II and one Account Clerk I.

The **Cashier Services** division receives all monies required by the department, determines the recordability and records all documents according to State statutes. This division includes one Cashier II, four Cashier I positions, one Clerk III, and one Clerk IV.

The **Real Estate Services** division's primary responsibility is to comply with State statutes regarding the recording, indexing, and microfilming of all public real estate indices. The duties include microfilming all documents, maintaining

the automated real estate tract index, maintaining indices for motor vehicle liens, financing statements and military discharges; and validating DILHR weatherization stipulations and waivers. This division includes two Administrative Assistant I, one Microfilm Supervisor, and 16 clerical support positions.

The **Vital Statistics/Identification Services** division maintains files on birth, death and marriage records and change of name orders according to State statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This division also conducts genealogical research and issues County and senior citizen identification cards. The division includes one Administrative Assistant I, one Clerk Typist IV and seven Clerk Typist III positions.

The **Tax Listing Services** division includes one Property Records Supervisor, one Drafting Technician III and three Property Records Technician. The division reviews tax descriptions; assigns new tax key numbers due to real estate boundary changes; maintains plat books and property records; assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**  
**FUND: General - 010000**

**BUDGET HIGHLIGHTS**

- Based on current activity, revenues increase by \$156,600, from \$2,772,210 in 1997 to \$2,928,810, due to an increase of \$63,211 in General Recording Fees; an increase of \$400 in Certification Identification revenue and an increase of \$92,989 in Real Estate Transfer Fees.
- An increase of \$15,764 in Personnel is due to wage and step increases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Recording	120,000	141,827	131,000	150,000
Chattels, General Filings	8,000	8,186	8,000	8,000
Vital Statistics Placed on File	36,000	33,101	35,000	35,000
Certified Copies - Birth, Marriage, Death	90,000	89,007	90,000	90,000
ID Cards - County	9,000	10,724	9,000	9,000
ID Cards - Senior Citizen	800	1,154	800	800
Microfilm - Current	250,000	307,200	250,500	250,500
Transfer Tax	13,000	15,367	15,000	15,000
Vital Statistics Corrections - No Fee	14,000	20,226	15,000	15,000
Vital Statistics Corrections - No Fee, Veterans	440	320	440	440
Termination of Joint Tenancy	2,000	1,965	2,000	2,000
Genealogy Services	5,600	5,514	6,000	6,000
Real Estate Searches	1,300	1,068	1,300	1,300
Marriage Registrations	6,400	5,700	6,000	6,000
DILHR Validation	1,600	1,720	1,600	1,600

<b>RECORDINGS HISTORICAL</b>		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per Day</u>
1991	104,061	416
1992	108,872	435
1993	170,023	680
1994	161,380	646
1995	126,766	507
1996	141,827	567

<b>NUMBER OF RECORDINGS PER DAY</b>			
<u>Month</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
January	568	568	516
February	447	447	637
March	570	570	594
April	539	539	625
May	623	623	642

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400  
 FUND: General - 010000

REGISTER OF DEEDS FEE SCHEDULE		
Description	Statutory Authority or Ordinance	Fee
Real Estate Search	Ordinance 56.28	\$ 5.00
Certification Sheriff Sale	State Statute 59.79 (2)	10.00*
Chattel Documents	State Statute 409.405	8.00***
Corporate Name	State Statute 59.79 (2)	10.00*
Execution	State Statute 59.79 (2)	10.00*
Guardianship	State Statute 59.79 (2)	10.00*
Rents/Weatherization		10.00
LisPendens	State Statute 59.79 (2)	10.00*
Notice of Tax Lien	State Statute 779.97	10.00
Partnerships	State Statute 178.0	1.00
Recording Fees	State Statute 59.79 (2)	10.00*
Release of Tax Lien	State Statute 779.97	10.00
Vital Statistics Court Order	State Statute 59.79 (2)	10.00*
Vacation & Plats	State Statute 59.79 (2)	10.00*
Vital Statistics & Birth Certificates	State Statute 69.22	12.00**
Certification Filings/Recording Fees	State Statute 59.79 (2)	0.25
Other Fees (Vital Check)		7.00
Identification Cards		53.50
Vital Statistics - Death/Marriages Certificates	State Statute 69.22	7.00
Copy Fees	State Statute 59.79 (2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	18.74
Tax Listing Fees (Per doc.)	Ordinance 88.473	8.41
Other Service Fee (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.79 (2)	25.00

\* Of the \$10.00 Fee, \$4.00 goes to the Register of Deeds, \$4.00 to the Milwaukee County Automated Land Information System (Org. 1923) and \$2.00 to the State Land Information Board.

\*\* Of the \$12.00 Birth Record Fee, the County realizes \$5.00.

\*\*\* Of the \$8.00 UCC Fee, \$3.00 is returned to Secretary of State.



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Sheriff of Milwaukee County is a State constitutional officer and, under Section 59.23 of the Wisconsin Statutes, is responsible for law enforcement, the safety and security of citizens and protection of property throughout the County.

Chapter 166, Wisconsin Statutes, provides the authority of counties in matters pertaining to emergency government services.

The Sheriff's Department acts as an arm of the criminal justice system carrying out criminal investigations, verifying welfare fraud, effecting arrests and warrants, detaining prisoners, providing court security, serving process papers, transporting prisoners and patients and extraditing criminals.

Security is provided at the Airport, County Stadium, County Parks and for the County Executive. Protection is rendered to County officials and domestic and international visiting dignitaries.

Expressway patrol provides the capability of immediate 24-hour response to emergency situations involving protection, safety and law enforcement throughout Milwaukee County.

The department provides specialized services to the community, County government, and municipal police agencies by means of investigative expertise, victim/witness protection, crowd control, photography, fingerprint and document examination, drug investigations, training, and emergency response.

## OBJECTIVES

1. Operate the Milwaukee County Jail for the benefit of the community in the most cost effective manner possible while respecting the rights of inmates.
2. Vigorously pursue present litigation seeking the removal of all State prisoners from county detention facilities.
3. Provide legally required health care to inmates of the Milwaukee County Jail and House of Correction.
4. Provide fiscal and human resource services for the Sheriff's Department and the House of Correction.
5. Provide security services to the various branches of circuit court located in the Courthouse, Safety Building, Criminal Justice Facility and Children's Court Center.
6. Patrol the expressway system of Milwaukee County. Maintain fatality ratio of less than 1 to 100 million vehicle miles driven.
7. Continue to work with the House of Correction in reviewing operations and recommend new approaches to eliminate any unnecessary duplication of services and costs.
8. Perform D.A.R.E. seminars and participate in the TABS and GREAT programs for the benefit of youth in Milwaukee County.
9. The Emergency Management Division is to provide the community, its inhabitants, business, government and industry with an effective and capable response network for emergencies of all types.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 36,634,098	\$ 36,118,377	\$ 38,363,984	\$ 2,245,607
Fringe Benefits	11,047,700	0	0	0
Services	1,541,333	1,644,289	1,522,109	-122,180
Commodities	1,537,646	1,420,118	1,575,832	155,714
Other Charges	933,205	82,000	83,000	1,000
Capital Outlay	421,006	153,012	139,248	-13,764
Allocated Contingency	0	0	0	0
Contractual Crosscharges	15,594,998	6,204,475	6,169,902	-34,573
Abatements	-15,874,822	-7,598,208	-7,598,276	-68
<b>Total Expenditures</b>	<b>\$ 51,835,164</b>	<b>\$ 38,024,063</b>	<b>\$ 40,255,799</b>	<b>\$ 2,231,736</b>
State & Federal Revenue	3,683,648	4,155,690	4,384,106	228,416
Other Direct Revenue	6,080,200	6,550,534	7,056,117	505,583
<b>Total Revenue</b>	<b>\$ 9,763,848</b>	<b>\$ 10,706,224</b>	<b>\$ 11,440,223</b>	<b>\$ 733,999</b>
<b>Property Tax Levy</b>	<b>\$ 42,071,316</b>	<b>\$ 27,317,839</b>	<b>\$ 28,815,576</b>	<b>\$ 1,497,737</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$12,188,794 to \$39,506,633. Inclusion of the County Executive-Emergency Government Department, which was not part of the Sheriff's Department in 1997, would increase this figure \$356,799 to \$39,863,432. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$13,743,709, to \$42,559,285, for a tax levy change of \$2,695,853.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Administration	Expenditure	\$ 3,524,535	\$ 2,420,612	\$ 2,361,440	\$ -59,172
	Abatement	3,380,003	640,000	660,129	20,129
	Revenue	<u>133,786</u>	<u>117,500</u>	<u>88,820</u>	<u>-28,680</u>
	Tax Levy	\$ 10,746	\$ 1,663,112	\$ 1,612,491	\$ -50,621
Emergency Management	Expenditure	\$ 637,161	\$ 438,544	\$ 451,189	\$ 12,645
	Abatement	600	0	0	0
	Revenue	<u>287,202</u>	<u>325,451</u>	<u>327,886</u>	<u>2,435</u>
	Tax Levy	\$ 349,359	\$ 113,093	\$ 123,303	\$ 10,210
Patrol	Expenditure	\$ 9,415,853	\$ 7,658,117	\$ 7,253,022	\$ -405,095
	Abatement	1,879,046	1,535,030	1,320,984	-214,046
	Revenue	<u>5,742,973</u>	<u>6,027,055</u>	<u>6,311,712</u>	<u>284,657</u>
	Tax Levy	\$ 1,793,834	\$ 96,032	\$ -379,674	\$ -475,706
Detention	Expenditure	\$ 38,448,836	\$ 23,455,591	\$ 24,964,083	\$ 1,508,492
	Abatement	4,031,092	0	0	0
	Revenue	<u>2,294,285</u>	<u>2,676,500</u>	<u>2,501,500</u>	<u>-175,000</u>
	Tax Levy	\$ 32,123,459	\$ 20,779,091	\$ 22,462,583	\$ 1,683,492
Criminal Investigations	Expenditure	\$ 5,591,194	\$ 4,125,725	\$ 3,823,946	\$ -301,779
	Abatement	324,211	143,085	130,117	-12,968
	Revenue	<u>1,188,482</u>	<u>1,393,340</u>	<u>1,390,371</u>	<u>-2,969</u>
	Tax Levy	\$ 4,078,501	\$ 2,589,300	\$ 2,303,458	\$ -285,842
Technical and Auxiliary Services	Expenditure	\$ 10,587,740	\$ 7,962,226	\$ 9,000,395	\$ 1,038,169
	Abatement	6,260,470	5,280,093	5,487,046	206,953
	Revenue	<u>404,322</u>	<u>491,829</u>	<u>819,934</u>	<u>328,105</u>
	Tax Levy	\$ 3,922,948	\$ 2,190,304	\$ 2,693,415	\$ 503,111

<b>PERSONNEL SUMMARY</b>				
	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Position Equivalent	837.5	892.2	928.3	36.1
Overtime Hours	232,449	92,566	114,095	21,529
Overtime Dollars	\$5,456,315	\$2,863,859	\$2,952,670	\$88,811

Sheriff personal services have been reduced by \$1,505,378 to establish a net salary budget that is 95.92% of gross wages. For 1997, the Sheriff had a net salary budget that was 95.58% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	10.0	11.0	1.0
Clerical (F)	151.0	150.0	-1.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	95.0	98.0	3.0
Protective Services (D)	604.0	612.0	8.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	31.0	41.0	10.0
<b>TOTAL</b>	<b>894.0</b>	<b>915.0</b>	<b>21.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Clerk IV	Create	1/496	Administration	\$ 7,023
Bureau Director	Create	1 position	Administration	\$ 72,523
Human Resources Specialist	Create	1 position	Administration	\$ 40,666
Deputy Sheriff-Lieutenant	Abolish	1 position	Administration	\$ (55,032)
Admin Secy-Dir Emergency Govt	Abolish*	1 position	Emergency Mgmt	\$ (72,523)
Director-Emergency Mgmt	Create	1 position	Emergency Mgmt	\$ 72,523
Parking Checker - Sheriff	Create	5/4,500	Patrol	\$ 67,820
Nurse Practitioner	Create	1/1,616	Detention	\$ 44,163
Medical Records Tech II	Create	1/736	Detention	\$ 10,718
Medical Assistant	Create	3/3,088	Detention	\$ 35,882
Shift Supervisor	Create	1/736	Detention	\$ 18,639
LPN-Sheriff	Create	5/3,680	Detention	\$ 49,155
Psychological Social Worker	Create	1/816	Detention	\$ 16,051
Network Manager	Create	1 position	Tech/Auxiliary	\$ 46,377
Deputy Sheriff I	Create	3 positions	Tech/Auxiliary	\$ 117,159
Clerk Typist III (Hourly)	Abolish	2/2,000	Tech/Auxiliary	\$ (25,494)
*Will be abolished when new position of Director-Emergency Management is created and filled.			<b>TOTAL</b>	<b>\$ 445,650</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## DEPARTMENT DESCRIPTION

The following is a departmental summary of functions. Changes that represent workload or policy and are attributable to a specific division are further described in the budgetary highlights section of the operational divisions.

The *Administration Division* consists of general administration, budget and personnel functions for the Sheriff's Department and House of Correction as well as community relations activities. Included are command, professional standards, support, cashier and accounting staff.

The *Emergency Management Division* is created for 1998 by merging the County Executive-Emergency Government Department into the Sheriff's Department.

The *Patrol Division* includes Airport Security, Stadium Security, Parks Security, County Grounds Security, Civil Process Service and Expressway Patrol.

The *Detention Services Division* includes the County Jail, Records and Identification, Medical Services for the Sheriff's Department and the House of Correction and Inmate Welfare. The jail is a secure detention facility with a design capacity of 990 beds for holding accused felons, misdemeanants and municipal violators, until they are released on a pretrial basis or are adjudicated, and a small number of sentenced offenders awaiting transfers or hearings on new charges. The rated capacity of the County Jail has increased from 798 to 990 due to double bunking. The Sheriff and the Superintendent of the House of Correction have the authority to transfer inmates between the County Jail and the House of Correction in order to maximize the use of available beds. Presently, all female inmates are held at the County Jail.

The *Criminal Investigations Division* includes General Police Services, Welfare Fraud, Drug Enforcement, Writs, Witness Protection, Bomb Disposal Unit, Metro Drug Unit, Tactical Narcotics Team and County Executive Security.

The *Technical & Auxiliary Services Division* includes Training, Data Processing Support for the Sheriff's Department and the House of Correction, Central Records, Youth Services, Communications, Courthouse Complex Security, and Bailiff Services.

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- The County Executive-Emergency Government Department is merged into the Sheriff's Department by creating a new division named Emergency Management. The Sheriff will replace the County Executive as the designated County Emergency Government Director and have the authority to select a

County head of Emergency Management services to administer the division. The merger of the two departments will enhance cooperative efforts and create new synergies in the delivery of Emergency Management services, which includes centralizing fiscal and budget operations within the Sheriff's Fiscal Office. The Administrative Secretary-Director of Emergency Government position will be abolished when a new position titled Director-Emergency Management is created and filled. State law mandates that positions entitled "Administrative Secretary" may only be authorized under the County Executive and County Board Chairman. All other Emergency Government positions continue as authorized.

- In 1997, the County and the Milwaukee Deputy Sheriff's Association approved the consolidation of Deputy Sheriff, Deputy Sheriff I, and Deputy Sheriff II positions into one new classification of Deputy Sheriff I. This will provide the Sheriff flexibility in assigning deputies to various departmental functions. The new pay range has fourteen steps and the annual pay is \$25,137 to \$44,516.
- 1998 overtime appropriations increase \$88,811, from \$2,863,859 to \$2,952,670. Overtime hours increase by 21,529 hours, from 92,566 to 114,095. The Sheriff has recalculated the budgeted overtime rate, based on actual experience, to better reflect the actual cost of each overtime hour.
- Funding is provided in various 1998 budgets to continue various jail population control programs including the Revolving Bail Fund, House of Correction's electronic surveillance program, expanded Intake Court hours, District Attorney processing of domestic violence offenders on Sundays, In-House Correctional Services intensive supervision of pretrial defendants, WCS screening, bail evaluating and monitoring of pretrial offenders; and bailiffs, District Attorney and Clerk of Circuit Court support staff for specialized courts (homicide, violent crimes, drugs, sexual assault, domestic violence, and felony spin-off) to speed case processing.
- Departmental appropriations for machinery and equipment replacement increase \$28,895, from \$36,805 to \$65,700, for 1998. The funding will provide for the replacement of six fax machines and six copiers. An appropriation of \$22,949 is provided for New Machinery and Equipment to purchase an imaging scanner, a speed monitor, and a speed monitor on a trailer, a Global Positioning Satellite (GPS) tracker unit for the Drug Unit, and a laptop computer and video mug shot printer for Sheriff's investigations. \$38,099 is included in Sheriff's appropriations for replacing fourteen computers and six printers.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## ADMINISTRATION

The Administrative Bureau performs management and support functions for the Sheriff's Department and House of Correction. Included in these duties are personnel management, preparation of the annual budget and accounting and payroll functions. Also included in this bureau is the Office of Professional Standards which investigates all incidents involving Sheriff's Department personnel.

- Create 1 Clerk IV

One Clerk IV position is created at a personal service cost of \$7,023 to assist with inmate trust accounting for the House of Correction. The position is created effective October 18, 1998.

- Create 1 Human Resources Specialist

One Human Resources Specialist position is created at a personal service cost of \$40,666 to assist with the increased workload associated with the Adult Correctional Center expansion at the House of Correction and to provide services to a larger workforce. The position is created effective January 1, 1998.

- Create 1 Bureau Director

One Sheriff's Department Bureau Director position is created at a personal service cost of \$72,523 to provide a Director for the Office of Professional Standards. This creation, effective January 1, 1998, replaces one of the three Deputy Sheriff Lieutenant positions that staffed the office in 1997.

- Abolish 1 Deputy Sheriff-Lieutenant

One position of Deputy Sheriff-Lieutenant is abolished at a personal service savings of \$55,032. This position, previously assigned to the Office of Professional Standards, will be replaced by the newly created Bureau Director position.

- One position of Fiscal and Budget Manager, ECP grade 16, was retitled in 1997 to Public Safety Fiscal Administrator, ECP grade 17. This action results in a tax levy increase of \$11,188 for 1998.

- One position of Account Clerk I was reclassified to Account Clerk II in 1997. This reclassification increases tax levy \$1,373 for 1998.

- One position of Clerk Typist III was reclassified to Clerk Typist IV in 1997. This reclassification increases tax levy \$2,973 for 1998.

- Sheriff Sales revenue increases \$65,000, from \$35,000 to \$100,000 in 1998, due to a fee increase from \$50 to \$150 per State Statute.

## EMERGENCY MANAGEMENT

The Emergency Management Division administers a unified, County-wide emergency plan to mitigate all hazards, maintain communications and enhance public awareness campaigns to assure the community has knowledge of typical hazards and preventive measures which can be taken. The Division provides direction and guidance to all County and municipal agencies, as well as the private sector, in the development of their individual emergency plans.

In 1997, the administrative offices of Emergency Government were relocated in the Safety Building, from the basement to the third floor, in order to be adjacent to the new Sheriff's Communications Center.

- Abolish 1 Administrative Secretary-Director Emergency Government

One position of Administrative Secretary-Director Emergency Government will be abolished when a new position titled Director-Emergency Management is created and filled. This abolishment is required due to the merger of the department of County Executive-Emergency Government into the Sheriff's Department. State law prohibits positions entitled "Administrative Secretary" from existing outside the authority of the County Executive and County Board Chairman.

- Create 1 Director-Emergency Management

One position of Director-Emergency Management is created at a personal service cost of \$72,523 to replace the Administrative Secretary-Director Emergency Government position, that will be abolished when this new position is filled, due to the merger of the County Executive-Emergency Government department into the Sheriff's Department.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**

**FUND: General - 010000**

<b>Emergency Management Activities</b>			
	<u>1996</u>	<u>1997</u>	<u>1998</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Development of Emergency Operations Plan	55	50	50
Severe Weather Alerts	17	15	15
Emergency Situations Responded To	345	365	365
Emergency Phone Calls	648	600	600
Informational Phone Calls	3,600	3,500	3,500
Meetings/Seminars Conducted	60	60	50
EOC Staff Exercises and Briefings	7	5	5
Public Awareness Appearances	86	100	100
Disaster Drills	14	7	7
Brochures Distributed	55,000	50,000	50,000

**PATROL BUREAU**

Expressway Patrol consists of 50 Deputy Sheriff I, five Deputy Sheriff Sergeants and two Deputy Sheriff Lieutenants who patrol the expressways in Milwaukee County 365 days a year. For this service, the Sheriff will receive \$1,362,980 in County Trunk Maintenance revenue and \$804,300 from the State for patrol costs in 1998. These amounts decrease by \$41,620 and \$1,700 respectively from 1997 budgeted levels. The Sheriff also receives a portion of all State citations written on the expressway. Revenue from State Fines and Forfeitures increases \$8,704, from \$506,934 to \$515,638, for 1998. County fines are budgeted at \$2,668,938 for 1998, an increase of \$595,103 from the 1997 adopted budget. The increase is due to an increase in the cost of various forfeitures, including a \$7 increase in parking violations from \$20 to \$27, heightened enforcement of all County ordinances, and more aggressive collection policies being employed, including the Clerk of Courts use of tax intercept to collect from delinquent parties.

- For 1998, sector and parking patrol will continue on the County Grounds. County Grounds Security is staffed by 13 Deputy Sheriff I, two Deputy Sheriff Sergeants, and one Clerk Typist III. County tenants will be crosscharged \$191,019, and private geographic members will pay the Sheriff \$390,943 for this service.

Revenue from parking citations is budgeted at \$70,200. Froedtert Hospital and other private geographic members are not charged for costs associated with the five deputies assigned to the Trauma Center to provide "first and heightened response" per the agreement between Milwaukee County and Froedtert Hospital for lease of Doyme facilities.

- Five positions of Deputy Sheriff were created in 1995 to be partially offset by a grant from the U.S. Department of Justice with funding provided in the 1994 Crime Bill for a "COPS FAST" program. The grant of \$375,000 is designated to pay a portion of the salary costs of the five positions over a three year period. The program is designed to reduce organized gangs, gang violence, and other criminal acts within the Milwaukee County Parks System. The grant is due to expire on June 30, 1998. An additional \$106,235 has been provided to continue the positions for the remainder of 1998 as tax levy supported positions.
- The Sheriff provides security for events held at County Stadium, including all Brewer home baseball games. The 1998 budget includes 10,750 overtime hours, a decrease of 1,450 hours from 1997, for this purpose. The Sheriff's Department is projected to receive \$281,413 in revenue from the Brewers in 1998. In addition, the Sheriff will also receive \$25,000 for escorting money from concession sales. Citation revenue from Stadium events is projected to generate \$40,000 in revenue for 1998.

Create 5 Parking Checker-Sheriff

Five Parking Checker-Sheriff positions are created at a personal service cost of \$67,820 to provide increased parking ordinance enforcement in County Parks, on the County Grounds, and at Mitchell International Airport. The Parking Checkers will often be deployed during special events, thus allowing sworn personnel to respond to other security needs. The forfeiture for County parking violations is budgeted to increase by \$7, from \$20 to \$27. The Sheriff's overall budgeted increase of \$595,105 for County Fines and Forfeitures is partly due to the additional enforcement and revenue these positions will provide. The positions are funded for 900 hours each, and are created effective January 1, 1998.

- The Sheriff's Department provides security at Mitchell International Airport with 20 Deputy Sheriff I, four Deputy Sheriff Sergeant, one Deputy Sheriff Lieutenant, one Clerk Typist III, and 2,432 overtime hours. The operating costs of this program, less citation revenue of \$362,961, is crosscharged to the airport in the amount of \$1,056,926 in 1998.
- The Sheriff is authorized to develop an Air Wing for the possible implementation of a helicopter patrol for law

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

enforcement and other public safety needs. The Sheriff is permitted and encouraged to seek outside grant funding, including cost sharing arrangements with local municipalities, to offset expenditures associated with the implementation of the Air Wing program. The Sheriff is requested to provide a status report, including a detailed budget of anticipated expenditures and revenues, to the appropriate policy committees before the Air Wing program becomes operational.

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Traffic Citations Issued	31,000	31,500	32,000
Auto Accidents Reported and Investigated	3,700	3,700	3,500

**DETENTION BUREAU**

- Budgeted appropriations, including staffing levels, are provided with the intent of serving a jail population of 1,300. The Sheriff will take the necessary steps to manage the jail within the budgeted amounts.
- For 1998, overtime hours for the Detention Bureau increase 18,840 hours, from 27,752 to 46,592. The associated costs increase \$347,152, from \$858,606 to \$1,205,758. The Sheriff has recalculated the overtime rate to better reflect actual expenditures of overtime and has reallocated overtime hours throughout the department to better match experience.
- In 1998, the House of Correction will prepare 1,300 servings of each meal for jail inmates for a budgeted total of 1,423,500 meals. In addition, 260,000 sandwiches will be prepared for detainees held in the open waiting area of the jail. The House of Correction will charge the Sheriff \$2,468,895 for jail food service in 1998 at a per meal cost of \$1.57 and \$0.90 per sandwich.
- The House of Correction will also provide laundry service for the jail at a cost of \$337,000. The per pound cost of an anticipated 720,000 pounds of laundry remains at \$0.26 in 1998 plus \$150,000 for the purchase of inmate clothing and linens.
- Telephone commission revenue and commissary revenue remain unchanged for 1998 at \$1,791,500 and \$210,000 respectively.

- Create 1 Nurse Practitioner

One Nurse Practitioner position is created at a personal service cost of \$44,163 to provide more coverage for inmate medical needs at the County Jail and House of Correction. The position is created effective April 5, 1998.

- Create 1 Medical Records Tech II

One Medical Records Tech II position is created at a personal service cost of \$10,718 to assist with inmate medical records and allow medical staff to provide more direct service to inmates at the County Jail and House of Correction. The position is created effective September 6, 1998.

- Create 3 Medical Assistant

Three Medical Assistant positions are created at a personal service cost of \$35,822 to assist medical staff with inmate medical needs at the County Jail and House of Correction. The Medical Assistants will perform TB skin testing, collect blood samples, and collect medical histories from clients. One position is created effective April 5, 1998, and the other two positions are created effective September 6, 1998.

- Create 1 Shift Supervisor

One Shift Supervisor is created at a personal service cost of \$18,639 to provide increased supervisory coverage for the Health Services Units at the County Jail and House of Correction. The position helps coordinate the delivery of medical services to inmates. The position is created effective September 6, 1998.

- Create 5 LPN-Sheriff

Five LPN-Sheriff positions are created at a personal service cost of \$49,155 to provide relief for RNs by administering medications and performing treatments for housed inmates at the County Jail and House of Correction. The positions are created effective September 6, 1998.

- Create 1 Psychological Social Worker

One Psychological Social Worker position is created at a personal service cost of \$16,051 to provide inmate welfare services at the County Jail and House of Correction. Inmate Welfare has been budgeted as a sub-unit of the jail since 1995 and includes 15 staff. The position is created effective August 23, 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

- In 1997, the Volunteer Coordinator position was abolished and a Criminal Justice Programs Manager position was created at a personal service cost in 1998 of \$74,598 to oversee all inmate programming at the County Jail and House of Correction. Library services for inmates continue in 1998 at a budgeted cost of \$25,000.
- In 1998, \$25,000 is again budgeted for inmate medical service co-payment revenue. Inmates are charged through their inmate trust accounts and charges are collected if funds are available. No inmates are denied necessary medical services due to an inability to pay. This practice has significantly reduced the number of frivolous requests for services from inmates.
- Medical Service appropriations of \$4,246,743 for inmates at the County Jail and House of Correction is included in the Detention Services budget. This amount represents a \$286,731 increase over the 1997 adopted budget. Jail Medical Services includes a FTE staff of 65.4 comprised primarily of nurses and clerical support staff. Contractual Medical Services include \$280,000 for physician, dentist, and pharmacist services. Hospital services for inmates will be provided at Froedtert and other private hospitals in 1998 and are budgeted at \$402,000. Other expenditures include \$550,000 for Drugs and \$66,350 for Medical and Surgical supplies. Laboratory fees remain at \$115,000 for TB skin tests for all CJF employees as well as testing of inmates for venereal and other infectious diseases.

reduce the supply of illicit drugs in the area and uses property seized from drug dealers to purchase law enforcement equipment for the Sheriff's Department. The Metro Drug Unit works cooperatively with the Milwaukee Police Department, the District Attorney's office and other agencies to apprehend and prosecute drug dealers.

- Process revenue in the Criminal Investigations Bureau increases \$10,000, from \$265,000 to \$275,000, for 1998. This revenue is generated by evictions at \$230 each and Writs of Restitution at \$75 each. The majority of process papers served in this bureau are no-fee papers including temporary restraining orders and three-party petitions for indigent clients.
- Welfare Fraud investigation revenue is budgeted at \$654,000 based upon 1,300 investigations of W2 fraud to be referred to the Sheriff in 1998. The Sheriff will monitor the program to ensure that actual expenditures are 100% offset by State reimbursement for services.

	1996 Actual	1997 Budget	1998 Budget
Bookings	52,800	53,000	58,000
Daily Average Population	1,279	1,250	1,300
Average Daily Releases	150	150	150
Requests for Medical Services-Nurse Assessments	49,791	42,000	48,500
Prescriptions Filled	48,580	33,000	36,000

	1996 Actual	1997 Budget	1998 Budget
Welfare Fraud Complaints (W2 Fraud in 1998):			
Received	979	1,350	1,300
Investigated	387	714	1,300
Criminal Complaints Issued	300	600	250
Writs of Restitution Received	3,683	3,071	3,687
Temporary Restraining Orders Received	940	959	987
Witness Protection Cases	198	216	200

**CRIMINAL INVESTIGATIONS BUREAU**

- The Criminal Investigations Bureau has four components: General Investigations, Welfare Fraud and Witness Protection and Drug Enforcement. General Investigations performs background checks on all personnel seeking employment by the department, is responsible for serving all writs, three party petitions and temporary restraining orders. The Welfare Fraud unit receives Federal reimbursement for investigating persons who may be receiving assistance to which they are not entitled. The Drug Enforcement Unit works to

**TECH/AUXILIARY BUREAU**

- Create 3 Deputy Sheriff I  
 Three Deputy Sheriff I positions are created at a personal service cost of \$117,159 to staff two additional posts due to the conversion of one Probate Court into a full-time Misdemeanor Court in 1997. The positions are created effective January 1, 1998.
- The Sheriff crosscharges Combined Court Related Operations for bailiff services. For 1998, the Sheriff's budgeted crosscharge for anticipated services increases

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

\$259,913, from \$5,085,438 to \$5,345,351. The 1998 Bailiff staffing plan provides 102 sworn positions, including 98 Deputy Sheriff I, three Sergeants, one Lieutenant, and 10,000 hours of overtime to provide full-time and vacation relief coverage for the following 81 posts: 20 for the Felony Judges, 21 for the Misdemeanor Judges, 11 for the Juvenile Court Judges, four for the Family Court Judges, four for the Civil and Probate Judges, three for the Judges handling spin-off felonies, one for the Civil Judge handling small claims, four for the Juvenile Court Commissioners, three for Preliminary Hearing Court, two for the Family Court Commissioner's Office, two for Intake Court, one each for the Traffic Commissioner and Small Claims Commissioner, three posts at the Children's Court Center, and one bailiff assigned to the Out-of-Custody Court.

- Abolish 2 Clerk Typist III (Hourly)

Two Clerk Typist III positions, budgeted for 1,000 hours each, are abolished at a personal service savings of \$15,494. The positions were provided in 1997 to reinstate the Bench Warrant Removal Project to reduce the number of warrants, and the resulting unnecessary incarceration of individuals, for cases which the District Attorney cannot or will not prosecute.

- Create 1 Network Manager

- One Network Manager position is created at a personal service cost of \$46,377 to provide computer systems related support services primarily for the House of Correction. The position is created effective January 1, 1998.

- Appropriations for the purchase of commodities for the Training Academy increases \$89,886, from \$189,331 to \$279,217, primarily due to expenditures associated with new recruits for the Adult Correctional Center expansion at the House of Correction. The Sheriff is crosscharged \$57,624 by the Parks Department for rental charges

associated with the Kosciuszko Park training site. The cost of training is partially offset by \$252,178 from the Wisconsin Department of Justice Training and Standards Bureau for mandated law enforcement officer, jailor, and in-service training.

- Funding is provided for a Deputy Sheriff Lieutenant position created in mid-1997 to serve as a liaison to the State Department of Transportation. The cost of this position is 100% offset by reimbursement revenue from the State of Wisconsin.
- The Drug Abuse Resistance Education program (D.A.R.E.) consists of six Deputy Sheriff I and 270 overtime hours. Other miscellaneous revenue from the D.A.R.E. program is projected to increase by \$7,100 to \$122,000 for 1998. The revenue consists of \$100,000 from the Boys and Girls Clubs to support the Truancy Abatement and Burglary Suppression Program (TABS). The remaining \$22,000 is from court-ordered donations to the D.A.R.E. program. These revenues offset approximately 40% of the cost of the D.A.R.E. program.
- Revenue from Recoveries remains at \$80,000 for 1998. This revenue is generated by fees received from the State of Wisconsin Department of Transportation for holding seized vehicles.

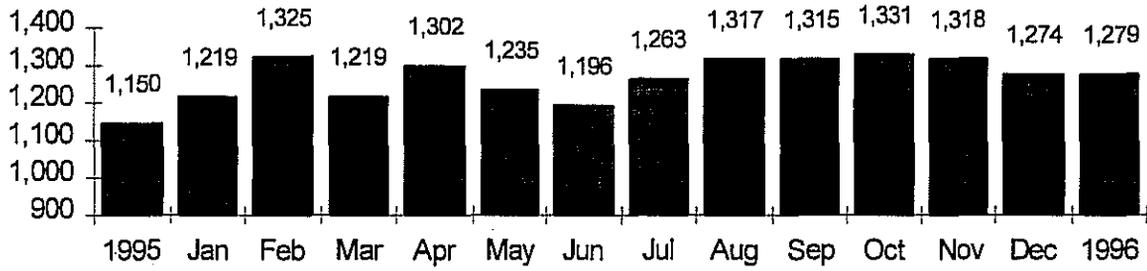
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Recruits Trained County	54	75	75
Individuals Receiving In-service Training	620	995	985
Jailers Trained	171	160	220

COUNTY EXECUTIVE'S 1998 BUDGET

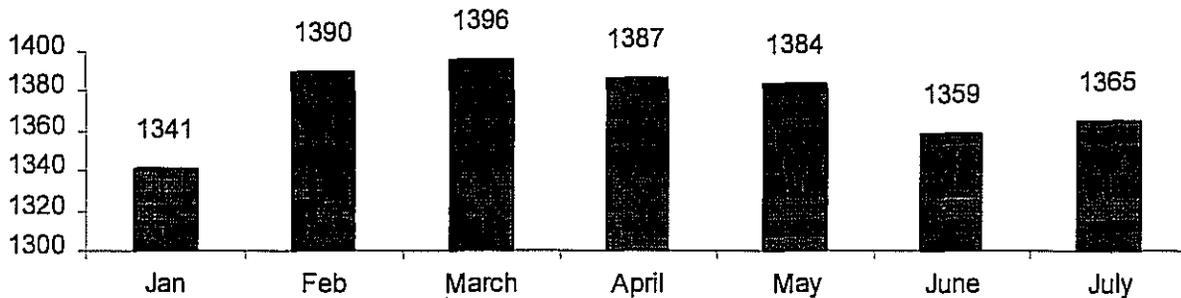
DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

**AVERAGE DAILY CJF POPULATION  
FOR 1996**



**AVERAGE DAILY CJF POPULATION  
FOR 1997**





**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.34, 59.66(2), 59.66(3), 69.18, 155.02, and Chapter 979, Wisconsin Statutes, this department investigates all deaths in which there are unexplained, unusual or suspicious circumstances, all homicides, all suicides, all deaths following criminal abortion, poisoning, and accident (whether the injury is or is not the primary cause of death), and all deaths in which there is no physician in attendance, or the attending physician refuses to sign the death certificate; investigates all deaths when the body is to be cremated; reports all deaths immediately to the District Attorney pursuant to Section 979.04(2) Statutes; performs autopsies, histologic studies and toxicological analyses, and testifies in court in regard to all investigative findings; issues death certificates, cremation permits and disinterment permits; takes possession of, stores and disposes of bodies when investigation is required or bodies are unclaimed; locates relatives of deceased persons; safeguards and legally disposes of money and property of deceased persons; and

renders scientific aid to various law enforcement agencies in the examination of evidence.

**OBJECTIVES**

1. Maintain present level of service and increase revenue despite budgetary constraints and increasing case volume by solidifying contractual agreements with outside counties.
2. Continue to develop a regional forensic pathology laboratory service to assist in defraying operating expenses.
3. Continue to automate administrative, laboratory, and autopsy functions to increase productivity and cost effectiveness.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> <b>Actual</b>	<b>1997**</b> <b>Budget</b>	<b>1998**</b> <b>Budget</b>	<b>1997/1998</b> <b>Change</b>
Personnel	\$ 1,751,302	\$ 1,724,186	\$ 1,691,037	\$ -33,149
Fringe Benefits	527,565	0	0	0
Services	257,026	367,297	441,697	74,400
Commodities	189,491	177,106	188,860	11,754
Other Charges	50	0	0	0
Capital Outlay	14,916	2,300	0	-2,300
Contractual Crosscharges	435,413	35,778	38,097	2,319
Abatements	-342,377	0	0	0
<b>Total Expenditures</b>	<b>\$ 2,833,386</b>	<b>\$ 2,306,667</b>	<b>\$ 2,359,691</b>	<b>\$ 53,024</b>
Direct Revenue	559,607	708,875	716,150	7,275
<b>Property Tax Levy</b>	<b>\$ 2,273,779</b>	<b>\$ 1,597,792</b>	<b>\$ 1,643,541</b>	<b>\$ 45,749</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$551,481 to \$2,149,273. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$516,308, to \$2,159,849, for a tax levy change of \$10,576.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**

**FUND: General - 010000**

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	33.0	32.1	31.1	-1.0
Overtime Hours	3,630	2,575	2,575	0
Overtime Dollars	\$74,567	\$65,219	66,414	\$1,244

The Medical Examiner's personal services have been reduced by \$81,065 to establish a net salary budget that is 95.14% of gross wages. For 1997, the Medical Examiner had a net salary budget that was 93.85% of gross wages.

<b>Personnel Classification (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	4.0	4.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	21.0	17.0	-4.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	4.0	4.0	0.0
<b>Total</b>	<b>32.0</b>	<b>28.0</b>	<b>-4.0</b>

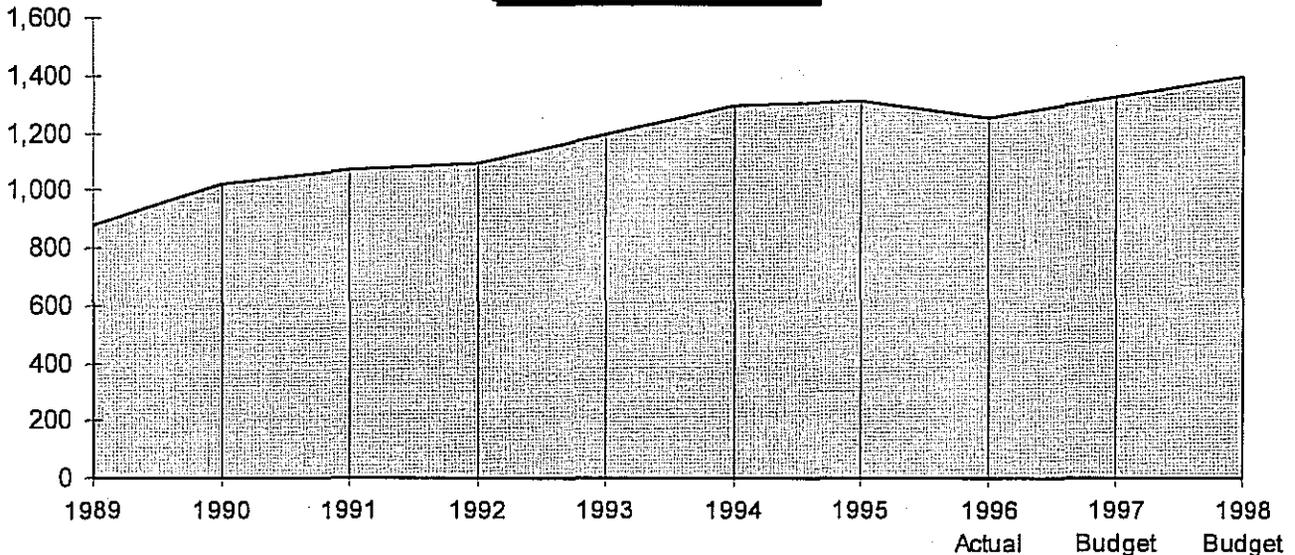
<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Network Systems Administrator	Create	1 position	Administration	\$ 37,148
Office Systems Coordinator	Abolish	1 position	Administration	-31,211
Resident Medical Examiner	Abolish	1 position	Autopsy	-25,139
Forensic Pathology Fellow	Abolish	1 position	Autopsy	-27,302
Assistant Toxicologist	Abolish	1 position	Laboratory	-18,117
Toxicologist II	Abolish	1 position	Laboratory	-25,880
			<b>TOTAL</b>	<b>\$ -90,501</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MEDICAL EXAMINER

UNIT NO.4190  
FUND: General - 010000

## Medical Examiner Autopsies Performed



### BUDGET HIGHLIGHTS

- Create one position of Network Systems Administrator -Medical Examiner

One position of Network Systems Administrator - Medical Examiner is created at a personal services cost of \$37,148. The duties of the Office Systems Coordinator position, which is abolished, will be absorbed by the Network Systems Administrator position. Additional duties of the Network Systems Administrator will include developing and maintaining the newly upgraded computer system, including remote site access capability by the Fond du Lac County satellite morgue and the Racine County Medical Examiner's Office.

- Abolish one position each of Assistant Toxicologist and Toxicologist II

One position each of Assistant Toxicologist and Toxicologist II are abolished, pursuant to the 1997 Adopted Budget, which reflects the upgrade of the Assistant Toxicologist position to Forensic Laboratory Technical Supervisor, and the contractual services obtained from the Medical College of Wisconsin by providing a Ph.D. in toxicology for professional direction of the laboratory.

- Abolish one position each of Forensic Pathology Fellow and Resident Medical Examiner

One position each of Forensic Pathology Fellow and Resident Medical Examiner are abolished. The positions are now employees of the Medical College of Wisconsin, and the charge for their services, estimated at \$76,000 for 1998, has been appropriated in contractual services.

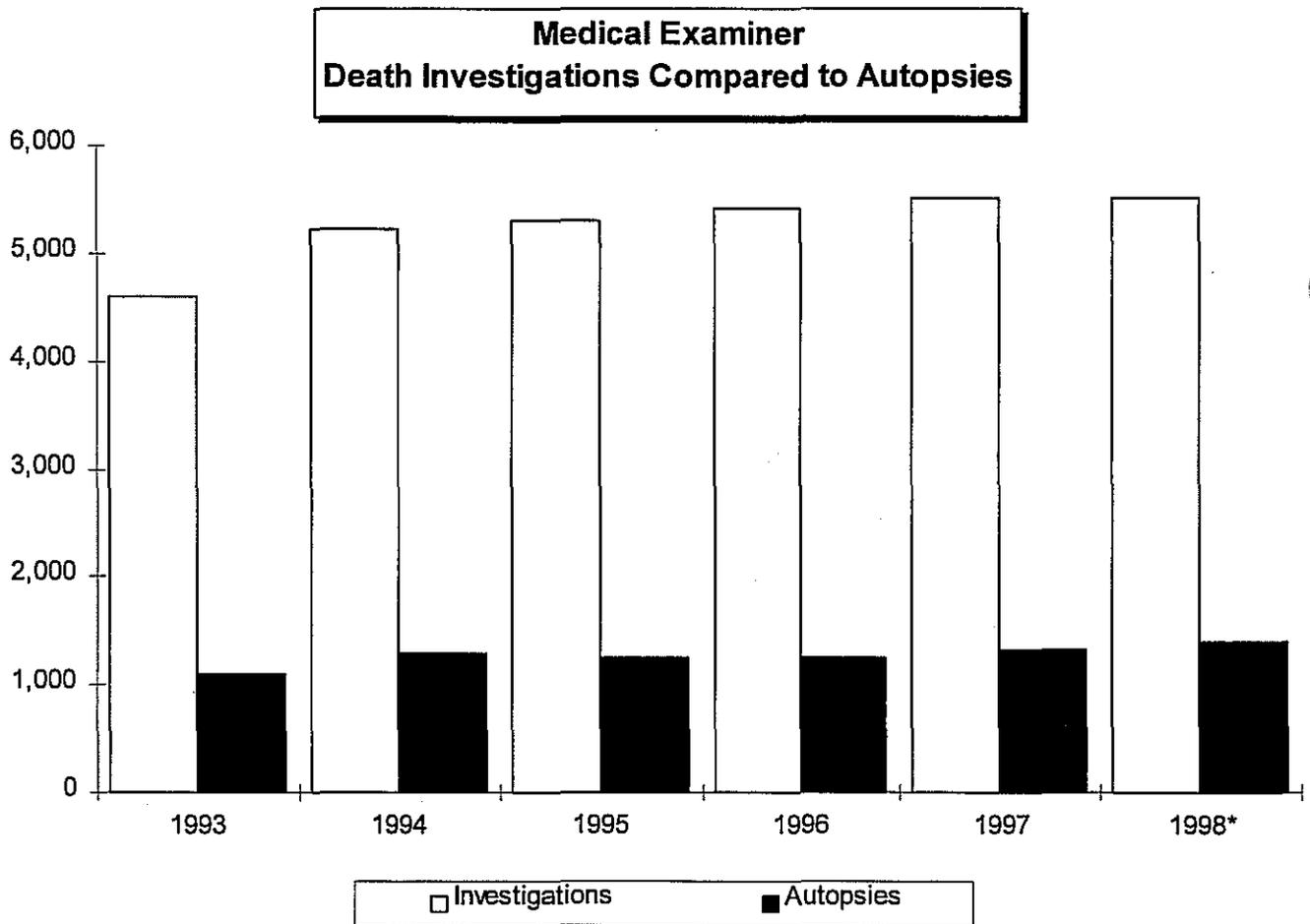
- A total of 2,575 overtime hours are appropriated for the Medical Examiner's Office in 1998 at a personal service cost of \$66,414. 1,950 overtime hours are budgeted for Forensic Investigators, who frequently must work extra hours after their shifts to complete the report on a death scene. An overtime appropriation of 625 hours is provided for Forensic Assistants who assist the pathologists in performing autopsies.
- Revenue increases \$7,275, from \$708,875 to \$716,150, due to fee increases, offset by a reduction in the number of paying cases due to the rising number of indigency cases where the fee is waived. Death Certificate Signing Fee increases \$5, from \$40 to \$45; Disinterment Permits increase \$10, from \$30 to \$40.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**  
**FUND: General - 010000**

- The fee structure for referral autopsies from other counties has been modified to recognize those counties that are under exclusive contract to refer all cases to the Milwaukee County Medical Examiner. For counties under exclusive contract, which presently include Fond du Lac, Ozaukee and Washington, the fee increases by \$25, from \$1,000 to \$1,025 per autopsy. For those counties which refer more than ten cases per year, but are not under exclusive contract, the fee increases \$100, from \$1,000 to \$1,100. For those counties which refer less than ten cases per year and are not under exclusive contract, the fee increases \$100, from \$1,275 to \$1,375 per autopsy.
- \$3,600 is included to lease one additional vehicle for staff use. An increase in travel, primarily due to activity associated with the Fond du Lac satellite facility, requires the addition of one leased vehicle in addition to the four presently obtained from Fleet Services.



\*Estimate

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MEDICAL EXAMINER

UNIT NO.4190  
FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996	1996	1997	1998
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Deaths Investigated	5,400	5,411	5,500	5,500
Autopsies Performed	1,300	1,253	1,325	1,400
External Body Examinations by Pathologists	30	29	32	32
Bodies Admitted to Morgue	1,240	1,135	1,245	1,245
Death Certificates Signed	2,100	1,928	2,100	1,980
Cremation Permits Issued	2,300	2,106	2,300	2,310
Laboratory Activity Toxicological Analyses	29,000	28,737	29,500	29,500

MEDICAL EXAMINER FEES			
	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
Cremation permits	\$ 115.00	\$ 115.00	\$ 0.00
Death certificates	\$ 40.00	\$ 45.00	\$ 5.00
Disinterment permit	\$ 30.00	\$ 40.00	\$ 10.00
Certified copies, per page charge:			
Autopsy protocol	\$ 0.50	\$ 0.50	\$ 0.00
Toxicology report	\$ 0.50	\$ 0.50	\$ 0.00
Death report	\$ 0.50	\$ 0.50	\$ 0.00
Duplicate polaroid print	\$ 1.50	\$ 2.50	\$ 1.00
Duplicate 35 mm slide	\$ 1.50	\$ 2.50	\$ 1.00
Duplicate microscopic slide	\$ 5.00	\$ 5.00	\$ 0.00
Autopsies for other counties under exclusive contract	\$ 1,000.00	\$ 1,025.00	\$ 25.00
Body storage - per day, after 1 day	\$ 25.00	\$ 25.00	\$ 0.00
Autopsies for other counties, more than 10 cases/year	\$ 1,000.00	\$ 1,100.00	\$ 100.00
Autopsies for other counties, less than 10 cases/year	\$ 1,275.00	\$ 1,375.00	\$ 100.00
Testimony fees	\$ 300.00	\$ 300.00	\$ 0.00
Conference registration fee	\$ 125.00	\$ 140.00	\$ 15.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** HOUSE OF CORRECTION

**UNIT NO.** 4300

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The functions of the House of Correction are defined in Chapters 302, 303, 304 and 973 of the Wisconsin Statutes. This institution receives and maintains custody of all sentenced prisoners in Milwaukee County committed by authorized courts for periods not exceeding one year and from other jurisdictions as authorized by County ordinance; provides programs of work release, rehabilitation, education, work, recreation and training; provides medical, dental and other necessary services in conjunction with the Detention Bureau of the Sheriff's Department; processes and considers applications for parole; and releases prisoners upon expiration of sentence, parole, or upon orders of the courts or other recognized authorities. Section 302.315 of the Wisconsin Statutes permits this institution to receive and maintain custody of unsentenced prisoners from the Milwaukee County Sheriff. The department also operates a program of home detention using electronic surveillance equipment and other systems of control.

2. Open the 600 bed Adult Correctional Center expansion and prepare to close the Training and Placement Center.
3. Lower the Inmate-to-Correction Officer ratio to 60-to-1 in the Main Facility and the Training and Placement Center and to 50-to-1 in the Franklin Lotter Building.
4. Continue expanding inmate work and training programs in the kitchen, laundry, garden, nursery, fish hatchery and graphics operations to reduce the amount of idle time and promote a work routine. Develop a more extensive education program.
5. Continue efforts to increase community participation from funded agencies and volunteer organizations to provide services to inmates.
6. Continue the electronic surveillance program for up to 200 inmates to minimize the in-custody population.
7. Continue to work with the Sheriff's Department in reviewing operations and recommend new approaches to eliminate any unnecessary duplication of services and costs.

**OBJECTIVES**

1. Provide an inmate and staff environment that places emphasis on safety and security as feasible within allocated resources and to prevent escapes and reduce walkaways through improvements in security measures.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 12,861,145	\$ 12,759,723	\$ 14,442,532	\$ 1,682,809
Fringe Benefits	3,859,700	0	0	0
Services	1,086,846	1,099,730	1,104,478	4,748
Commodities	3,827,038	3,939,154	4,526,399	587,245
Other Charges	122,660	325,000	175,000	-150,000
Capital Outlay	93,954	12,445	0	-12,445
Contractual Crosscharges	3,163,861	1,616,697	1,653,351	36,654
Abatements	-5,669,983	-4,481,241	-4,397,226	84,015
<b>Total Expenditures</b>	<b>\$ 19,345,221</b>	<b>\$ 15,271,508</b>	<b>\$ 17,504,534</b>	<b>\$ 2,233,026</b>
State & Federal Revenue	1,016,367	1,127,000	1,054,000	-73,000
Other Direct Revenue	3,941,245	4,732,997	4,539,185	-193,812
<b>Total Revenue</b>	<b>\$ 4,957,612</b>	<b>\$ 5,859,997</b>	<b>\$ 5,593,185</b>	<b>\$ -266,812</b>
<b>Property Tax Levy</b>	<b>\$ 14,387,609</b>	<b>\$ 9,411,511</b>	<b>\$ 11,911,349</b>	<b>\$ 2,499,838</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$4,266,690 to \$13,678,201. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$5,140,272, to \$17,051,621, for a tax levy change of \$3,373,420.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HOUSE OF CORRECTION**

**UNIT NO. 4300**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administration	Expenditure	\$ 3,769,500	\$ 2,217,509	\$ 2,792,365	\$ 574,856
	Abatement	0	0	0	0
	Revenue	<u>491,018</u>	<u>470,245</u>	<u>509,207</u>	<u>38,962</u>
	Tax Levy	\$ 3,278,482	\$ 1,747,264	\$ 2,283,158	\$ 535,894
Food Service	Expenditure	\$ 5,470,322	\$ 4,850,781	\$ 5,335,292	\$ 484,511
	Abatement	3,645,057	3,348,482	3,336,939	-11,543
	Revenue	<u>3,976</u>	<u>6,600</u>	<u>5,100</u>	<u>-1,500</u>
	Tax Levy	\$ 1,821,289	\$ 1,495,699	\$ 1,993,253	\$ 497,554
Inmate Industries	Expenditure	\$ 1,154,150	\$ 1,085,716	\$ 1,222,291	\$ 136,575
	Abatement	1,040,476	1,061,259	1,060,287	-972
	Revenue	<u>27,663</u>	<u>24,457</u>	<u>14,875</u>	<u>-9,582</u>
	Tax Levy	\$ 86,011	\$ 0	\$ 147,129	\$ 147,129
Adult Correctional Center	Expenditure	\$ 9,953,406	\$ 7,424,983	\$ 8,366,436	\$ 941,453
	Abatement	65,529	71,500	0	-71,500
	Revenue	<u>2,023,868</u>	<u>2,768,887</u>	<u>2,550,397</u>	<u>-218,490</u>
	Tax Levy	\$ 7,864,009	\$ 4,584,596	\$ 5,816,039	\$ 1,231,443
Community Correctional Center	Expenditure	\$ 4,667,826	\$ 4,173,760	\$ 4,185,376	\$ 11,616
	Abatement	918,921	0	0	0
	Revenue	<u>2,411,087</u>	<u>2,589,808</u>	<u>2,513,606</u>	<u>-76,202</u>
	Tax Levy	\$ 1,337,818	\$ 1,583,952	\$ 1,671,770	\$ 87,818

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1996/7998 Change</b>
Position Equivalent	372.4	367.9	406.3	38.4
Overtime Hours	64,216	40,470	45,470	5,000
Overtime Dollars	\$1,064,767	\$865,039	\$988,969	\$123,930

Personal services for the House of Correction have been reduced by \$1,322,336 to establish a net salary budget that is 90.99% of gross wages. For 1997, the House of Correction had a net salary budget that was 94.77% of gross wages.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	11.0	15.0	4.0
Clerical (F)	32.0	41.0	9.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	251.0	325.0	74.0
Service/Maintenance (H)	52.0	57.0	5.0
Skilled Craft (G)	3.0	4.0	1.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>351.0</b>	<b>444.0</b>	<b>93.0</b>

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Admin Asst I - General	Abolish	1 position	Administration	\$ -32,211
Clerk Typist III (NR)	Create	2/2,192	Administration	\$ 27,558
Clerk Typist IV	Create	2/1,712	Administration	\$ 23,882
Stores Clerk I	Create	1/1,456	Administration	\$ 20,007
Stores Clerk I	Create	5/6,640	Adult Correc Ctr	\$ 91,239
Facility Maint Worker - HOC	Create	4/7,744	Administration	\$ 125,632
Laundry Production Supvr	Create	1/576	Inmate Industries	\$ 9,388
Electrical Mechanic	Create	1 position	Administration	\$ 46,952
Plumber	Create	1 position	Administration	\$ 50,702
Correctional Officer I	Create	60/65,360	Adult Correc Ctr	\$ 990,595
Correctional Officer II	Create	4/6,144	Adult Correc Ctr	\$ 103,895
Correctional Officer II	Create	1/1,456	Comm Correc Ctr	\$ 24,621
Correctional Officer-Lieutenant	Create	5/6,640	Adult Correc Ctr	\$ 140,885
Correctional Officer-Truck Driver	Create	4/5,184	Inmate Industries	\$ 86,994
Baker I	Create	1/1,296	Food Service	\$ 18,519
Safety Compliance Coordinator	Create	1/1,936	Administration	\$ 39,091
Security Manager-HOC	Create	2/2,512	Adult Correc Ctr	\$ 69,348
Director of Industries	Create	1/976	Inmate Industries	\$ 27,692
			<b>TOTAL</b>	<b>\$ 1,864,789</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

## DEPARTMENT DESCRIPTION

The **Administration** program consists of Central Administration, Inmate Canteen, Commodity Warehouse, Maintenance and Power Plant.

The **Food Service** program consists of the Adult Correctional Center Kitchen and Bakery, the Franklin Lotter Building Kitchen, the Training and Placement Center Kitchen, the Safety Building Kitchen, the Community Correctional Center Kitchen and the Criminal Justice Facility Kitchen. It prepares meals for the inmates at the House of Correction, the County Jail, and for special events held on County property. In 1998, the Safety Building Kitchen and the Training and Placement Center Kitchen will close and meals will be prepared in the 600 bed Adult Correctional Center Expansion Kitchen.

**Inmate Industries** employs approximately 200 inmates and consists of a graphics print shop, laundry, recycling center, fish hatchery, and gardening tree nursery program. It provides basic training in vocational jobs and meaningful work experience in business/industrial operations, offsetting expenses with revenues produced by providing useful products and services to public and private agencies.

The **Adult Correctional Center** has a design capacity of 650 inmates, 400 beds in the main facility and 250 beds in the Franklin Lotter Building. The 24-bed infirmary and the 58-bed disciplinary/protective custody unit are not counted in the facility capacity. The housing capacity has been increased by placing additional beds in each of the eight main facility dormitories and in each of the five dormitories in the Franklin Lotter Building. The 1998 budget is based on housing an average of 900 inmates at the Adult Correctional Center.

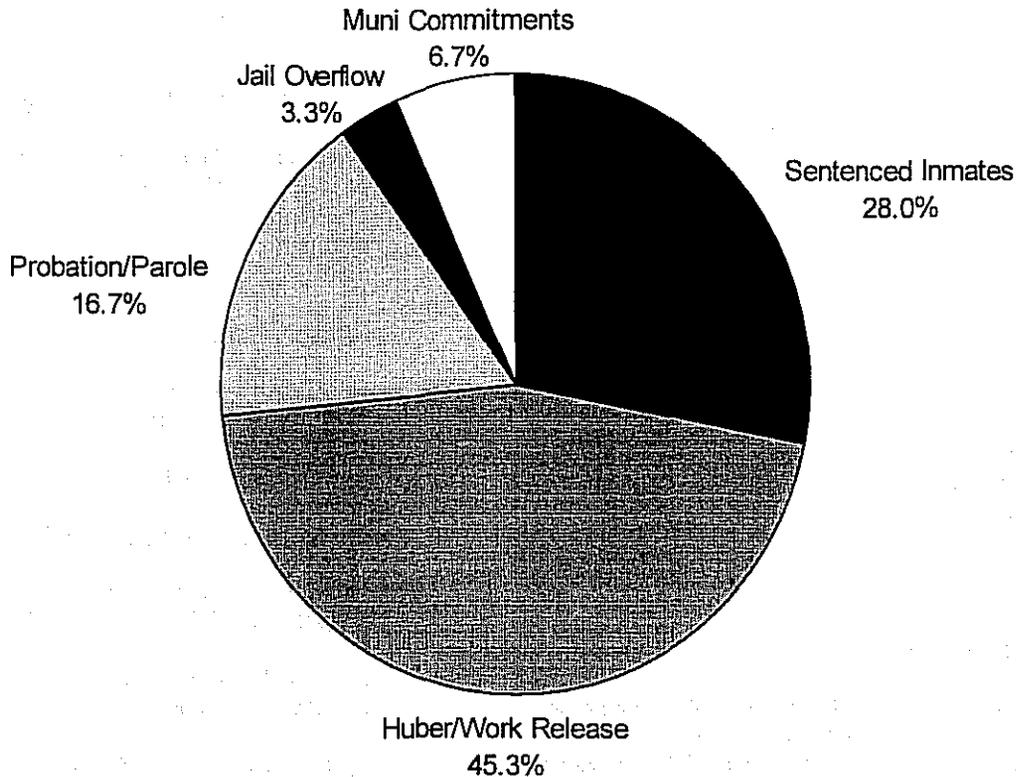
The **Community Correctional Center**, located at 1004 N. 10th Street, has a design capacity of 200 inmates. The housing capacity has been increased to 360 by adding a fifth floor for inmate housing and placing additional beds on each of the four floors. The majority of inmates at this

facility have community access, under court order, to work, attend school, provide child care or to receive medical attention. The staff at this facility also manage a program of home detention for approximately 200 inmates.

The **Training and Placement Center** consists of four living units with a budgeted average daily population of 240 inmates. It primarily houses minimum security inmates with limited or no community access privileges. Residents of this facility are assigned to work details on the grounds of the House of Correction. Residents are also enrolled in programs to correct their educational and vocational deficiencies, with the goal of securing private employment for them prior to release. This facility also serves as the overflow facility for the Community Correctional Center. The Training and Placement Center is scheduled to be closed when the 600 bed Adult Correctional Center expansion is completed. The staff and inmates of this facility will be relocated to the new facility.

The **Adult Correctional Center Expansion Project** will provide twelve additional dormitories, a new kitchen, an intake/booking area, training space, a visiting area, and a business office/administration area. The west one-third of the building, including food service, intake/booking and training space is scheduled for completion by June 15, 1998. The first four dormitories are scheduled for completion by September 15, 1998. The remaining eight dormitories and visiting area are scheduled to be completed by November 15, 1998. The Business Office/Administration area is scheduled for completion by February 15, 1999 and completion of the entire project is scheduled for June, 1999. The completion of this project will permit the closing of the Training and Placement Center and the Safety Building Kitchen; will permit a reduction in the number of inmates housed in each of the Adult Correctional Center dormitories and will provide relief for Criminal Justice Facility overcrowding.

HOUSE OF CORRECTION - TOTAL POPULATION  
1998 BUDGET



**BUDGET HIGHLIGHTS**

- The 1998 House of Correction budget is based on an average daily inmate population of 1,700 inmates, including up to 200 inmates on electronic surveillance. This population is projected to consist of 100 inmates with municipal commitments, 250 probation and parole violators, 50 jail overflow inmates, 680 Huber/Work Release inmates with community access and 420 sentenced inmates without community access.

- Create 60 Correctional Officer 1

Sixty Correctional Officer 1 positions are created at a personal service cost of \$990,595 to provide staff for the Adult Correctional Center expansion. The positions will be created as follows: fifteen positions created effective May 3, 1998, twenty positions created effective July 12, 1998, and twenty-five positions created effective August 9, 1998. This staggered creation schedule will assist in hiring and training recruits while providing coverage for the new expansion as it becomes incrementally operational.

- Create 5 Correctional Officer II

Five Correctional Officer II positions are created at a personal service cost of \$128,516 to provide senior staff coverage for the Adult Correctional Center expansion. Two of the positions are created effective April 5, 1998, and three positions created effective May 3, 1998.

- Create 5 Correctional Officer - Lieutenant

Five Correctional Officer - Lieutenant positions are created at a personal service cost of \$140,885 to provide command staff coverage for the Adult Correctional Center expansion. Three of the positions are created effective April 5, 1998 to assist in training new hires and two additional positions are created effective August 9, 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

• Create 4 Correctional Officer - Truck Driver

Four Correctional Officer - Truck Driver positions are created at a personal service cost of \$86,994 to transport inmate meals from the new Adult Correctional Center kitchen to the Criminal Justice Facility and the Community Correctional Center. The four positions are created effective May 3, 1998.

• Create 2 Security Manager - HOC

Two Security Manager - HOC positions are created at a personal service cost of \$69,348 to provide administrative command coverage for the Adult Correctional Center expansion. One of the positions is created effective April 5, 1998 to assist with hiring and training of new staff, and the other position is created effective August 9, 1998.

• Create 2 Clerk Typist 3 (NR)

Two Clerk Typist 3 (NR) positions are created at a personal service cost of \$27,558 to provide clerical support primarily for the training academy and administrative staff. One of the positions is created effective April 5, 1998, and the other effective October 4, 1998.

• Create 2 Clerk Typist 4

Two Clerk Typist 4 positions are created at a personal service cost of \$23,882 to provide clerical support primarily for inmate records. One of the positions is created June 28, 1998 and the other position is created October 4, 1998.

• Create 6 Stores Clerk 1

Six Stores Clerk 1 positions are created at a personal service cost of \$111,246 to provide additional coverage for the newly expanded warehouse and inmate property. One of the positions is created effective May 3, 1998 and five positions are created effective May 27, 1998.

• Create 4 Facility Maintenance Worker - HOC

Four Facility Maintenance Worker - HOC positions are created at a personal service cost of \$125,632 to provide coverage of existing facilities and for the Adult Correctional Center expansion. The positions are created effective February 8, 1998.

• Create 1 Electrical Mechanic

One Electrical Mechanic position is created at a personal service cost of \$46,952 to provide skilled trade coverage for existing facilities and the Adult Correctional Center expansion. The position is created effective January 1, 1998.

• Create 1 Plumber

One Plumber position is created at a personal service cost of \$50,702 to provide skilled trade coverage for existing facilities and the Adult Correctional Center expansion. The position is created effective January 1, 1998.

• Create 1 Laundry Production Supervisor

One Laundry Production Supervisor position is created at a personal service cost of \$9,388 to provide coverage associated with the Adult Correctional Center expansion. The position is created effective October 4, 1998.

• Create 1 Baker I

One Baker I position is created at a personal service cost of \$18,519 to provide additional staff for the new kitchen in the Adult Correctional Center. The position is created effective May 31, 1998.

• Create 1 Safety Compliance Officer

One Safety Compliance Officer is created at a personal service cost of \$39,091 to provide staff to oversee all safety regulations and requirements for new and existing House of Correction facilities. The position is created effective February 8, 1998.

• Create 1 Director of Industries

One Director of Industries position is created at a personal service cost of \$27,692 to provide oversight of inmate industry programs, which include graphics print shop, laundry, recycling center, fish hatchery, and gardening tree nursery programs. The position is funded for 976 hours, but created effective January 1, 1998, to provide more flexibility in filling the position.

• Abolish Administrative Assistant 1 - General (NR)

One Administrative Assistant 1 - General (NR) position is abolished. The position was previously offset by vacancy and turnover and is identified for abolishment.

• Full-year funding has been appropriated in anticipation of two new skilled trades positions being approved in October, 1997 for the House of Correction. One Mechanical Maintenance Superintendent position was created and one Steamfitter - Temperature Control position was transferred from the Department of Public Works in October, 1997. The full-year personal service cost of these positions is \$43,655 and \$50,911 respectively.

• Overtime hours increase by 5,000 hours from 40,470 to 45,470 in 1998. Overtime expenditures increase

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

\$123,930 from \$865,039 to \$988,969 in 1998, excluding Social Security.

1998 at a per meal charge of \$1.57 and a per sandwich charge of \$0.90.

- The number of inmates on electronic surveillance is budgeted at 200. Revenue from the inmates on electronic surveillance increases \$56,575 from 408,800 to \$465,375 due to an increase in the rate from \$14.00 to \$15.00 per day and based on 85 employed (and therefore paying) inmates. Electronic monitoring costs for the Voice Print System are \$164,250 for 1998 for up to 200 inmates on surveillance.
- Huber Board revenue decreases \$102,500 from \$1,878,000 to \$1,775,000 in 1998. The average daily paying population decreases by 10 inmates from 300 to 290 for 1998, offset by an increase of \$0.25 per day, from \$17.25 to \$17.50, in the daily rate. Sales tax is paid to the State on the portion of the rate associated with meal costs.
- Municipal Board revenues increase by \$57,451, from \$474,354 to \$531,805, in 1998, due to an increase in the average number of municipal commitments from 90 to 100 per day based on experience, along with an increase in the rate from \$14.44 to \$14.57 per day. The municipal per diem is calculated by dividing the previous year's actual expenditures by the number of inmate days.
- Telephone commissions decrease \$233,219, from \$1,313,219 to \$1,080,000, for 1998, based on experience. House of Correction officials are examining telephone commissions to determine the reason for lower than anticipated revenue increases that were expected when the price of a station-to-station collect call increased in 1996 from \$2.10 to \$3.00.
- Probation and Parole revenue decreases \$73,000, from \$1,095,000 to \$1,022,000, for 1998, due to a decrease in the number of reimbursable inmates from 75 to 70 at \$40 per day.
- Commissary revenue increases \$39,162, from \$410,318 to \$449,480, based on experience.
- Food and provisions appropriations increase \$107,245, from \$2,331,421 to \$2,438,666, for 1998. The House of Correction will prepare 1,300 servings of each meal and 260,000 sandwiches for jail inmates; 1,140 servings of each meal for inmates housed in Franklin, and an average of 207 servings of each meal and 43,500 sandwiches for inmates at the Community Correctional Center for a total of 2,898,465 meals and 303,500 sandwiches. The House of Correction will charge the Sheriff \$2,468,895 for jail food service in
- Budgeted appropriations for Household supplies increase \$400,000, from \$350,000 to \$750,000, for 1998. This is primarily due to a \$325,000 increase in cooking supplies associated with the new "quick chill" cooking methods that will be implemented in 1998. An additional \$75,000 is budgeted for new blankets, mattresses, linens, and other supplies associated with the Adult Correctional Center expansion.
- Funding for Adult Basic Skills/GED programs, Huber/Work Release Job Development and Placement, and inmate education programs such as the MATC Inmate Learning Center is \$155,000 for 1998. It is anticipated that this appropriation will be supplemented with outside grant funding from the Department of Education to expand current programs and create new training and related services for inmates.
- An appropriation of \$17,500 is provided to lease two refrigerated food service delivery trucks for the last six months of 1998. Due to the closing of the Safety Building kitchen and the opening of the new kitchen in the Adult Correctional Center, inmate meals for the Criminal Justice Facility and Community Correctional Center will be transported from Franklin.
- \$20,000 is continued for consultant services for the fish hatchery by the Center for Great Lakes Studies at the University of Wisconsin-Milwaukee. The fish hatchery produces 15,000 to 20,000 fish each year for County Park lagoons.
- In 1997, \$150,000 was provided to implement a Community Service Program to serve as an alternative to House of Correction sentences of less than 45 days. Since most inmates that are eligible for this program are released to electronic surveillance to reduce the in-custody population, the program was not implemented in 1997. The appropriation is not included for 1998.
- Budgeted appropriations for Water Charges increase \$56,000, from \$55,000 to \$111,000, due to an increase in City of Franklin water charges.
- One position of Administrative Assistant 1, and one position of Administrative Assistant - General were reclassified in 1997 to Administrative Assistant (Records) and Administrative Assistant - Fiscal, respectively. These reclassifications result in a tax levy increase of \$4,368 for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** HOUSE OF CORRECTION

**UNIT NO.** 4300

**FUND:** General - 010000

<b>ACTIVITY AND STATISTICAL SUMMARY</b>				
	1996	1996	1997	1998
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Average Daily Population:				
Milwaukee County Jail Overflow	100	26	50	50
Huber/Work Release	580	571	600	680
Probation and Parole	350	393	350	250
Municipal Commitments	120	97	100	100
Sentenced Inmates	<u>250</u>	<u>342</u>	<u>300</u>	<u>420</u>
Total Population Daily Average	1,400	1,429	1,400	1,500
Electronic Surveillance	100	163	200	200

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Wisconsin Statutes Section 978.05, the District Attorney of Milwaukee County has the following duties:

- A. In the Circuit Courts of Milwaukee County having jurisdiction for ADULT MATTERS - Prosecutes all criminal actions; prosecutes all State forfeiture actions, County traffic actions, and actions concerning violations of County ordinances which are in conformity with State criminal laws; participates in John Doe or other investigatory proceedings; issues subpoenas and other processes to compel the attendance of witnesses; upon the request and under the supervision and direction of the Attorney General, briefs and argues all criminal cases brought by appeal or writ of error to the Court of Appeals or Supreme Court; handles all appeals or proceedings if the case is decided by a single Court of Appeals judge; institutes, commences, or appears in certain civil actions or special proceedings as set forth in Wisconsin Statutes Section 978.05(6).
- B. In the Circuit Courts of Milwaukee County having jurisdiction for JUVENILE MATTERS - Represents the public's interest at the Children's Court Center for matters including children alleged to be delinquent, to have violated civil laws or ordinances, to be in need of protection or services, or who are developmentally disabled, mentally ill, alcoholic or drug dependent; initiates and defends appeals.

## OBJECTIVES

- A. Violent Crimes Courts Project  
Continue the successful operation of the Violent Crimes Courts Project which brings homicide and sexual assault cases to trial within 90 days of the issuance of criminal charges and relieves jail overcrowding.

- B. MMDEG and Speedy Trial Drug Court Project  
Continue the major drug prosecution effort through the Milwaukee Metropolitan Drug Enforcement Group (MMDEG) by targeting, investigating and prosecuting major drug dealers in Milwaukee County by continuing the Community Relations Program to rid neighborhoods of drug dealers and drug houses and by continuing the Speedy Trial Drug Court Project.
- C. Termination of Parental Rights Speedy Resolution Project  
Continue the joint effort with the Department of Human Services (DHS) and the State Department of Health and Family Services to continue the successful Termination of Parental Rights (TPR) Speedy Resolution Project at the Children's Court Center.
- D. CJIS, CCAP, and JIMS  
Enhance the computer operations and case processing efficiency of the District Attorney's Office by successfully implementing District Attorney functions in Phase IIB of CJIS, and by supporting development of CCAP and direct access to CCAP court data for District Attorney staff. Continue the development of JIMS at the Children's Court Center to replace Juvenile JUSTIS.
- E. Effectively manage workload pressures that have resulted from increased felony, misdemeanor, traffic crimes, and juvenile filings. Felony filings, the District Attorney's most significant workload indicator, increased by 16.7%, from 6,988 to 8,157 cases in 1996, and misdemeanor traffic crimes filings increased by 2,260 cases, or 9.1%, in 1996.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DISTRICT ATTORNEY**

**UNIT NO. 4500**

**FUND: General - 010000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 6,108,531	\$ 4,058,363	\$ 6,774,647	\$ 2,716,284
Fringe Benefits	-1,243,677	3,000	0	-3,000
Services	1,412,923	1,528,688	1,936,033	407,345
Commodities	84,274	110,908	117,523	6,615
Other Charges	113	0	0	0
Capital Outlay	62,862	63,662	28,326	-35,336
Contractual Crosscharges	1,485,043	364,333	513,363	149,030
Abatements	-191,312	-148,131	-135,129	13,002
<b>Total Expenditures</b>	<b>\$ 7,718,757</b>	<b>\$ 5,980,823</b>	<b>\$ 9,234,763</b>	<b>\$ 3,253,940</b>
State & Federal Revenue	2,965,419	3,112,997	6,600,174	3,487,177
Other Direct Revenue	46,047	34,575	39,575	5,000
<b>Total Direct Revenue</b>	<b>\$ 3,011,466</b>	<b>\$ 3,147,572</b>	<b>\$ 6,639,749</b>	<b>\$ 3,492,177</b>
<b>Property Tax Levy</b>	<b>\$ 4,707,291</b>	<b>\$ 2,833,251</b>	<b>\$ 2,595,014</b>	<b>\$ -238,237</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,151,126 to \$4,984,377. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,969,586 to \$5,564,600 for a tax levy change of \$580,223.

<b>PERSONNEL SUMMARY</b>				
	<b>1996</b> Actual	<b>1997</b> Budget	<b>1998</b> Budget	<b>1997/1998</b> Change
Position Equivalent	126.5	129.2	137.6	8.4
Overtime Hours	9,373	8,386	8,637	251
Overtime Dollars	\$120,208	\$139,484	\$143,657	\$4,173

Personal services for the District Attorney's have been reduced by \$180,704 to establish a net salary budget that is 95.75% of gross wages. For 1997, the District Attorney had a net salary budget that was 95.37% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DISTRICT ATTORNEY

**UNIT NO.** 4500

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	69.0	70.0	1.0
Paraprofessional (E)	17.0	17.0	0.0
Professional (B)	67.0	68.0	1.0
Protective Services (D)	18.0	18.0	0.0
Service/maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>Total</b>	<b>176.0</b>	<b>178.0</b>	<b>2.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Clerk Typist 3	Create	1	Victim/Witness Services	\$ 27,037
Victim-Witness Specialist-DA	Create	1	Victim/Witness Services	32,098
			<b>TOTAL</b>	<b>\$ 59,135</b>

**BUDGET HIGHLIGHTS**

• Create One Victim/Witness Specialist-DA

One Victim/Witness Specialist position is created at a personal service cost of \$32,098 to notify and confer with victims on cases that are not charged after an arrest. Due to a change in State law, the District Attorney will be required to expand victim/witness services in 1998. Including fringe benefits, it is anticipated that State grant funding will offset approximately 70% of the cost of this position.

• Create One Clerk Typist III

One Clerk Typist III position is created at a personal service cost of \$27,037 to provide clerical support for notifying victims of crime on the status and disposition of cases. Due to a change in State law, the District Attorney will be required to expand victim/witness services in 1998. Including fringe benefits, it is anticipated that State grant funding will offset approximately 70% of the cost of this position.

- The District Attorney's budget reflects the 26 Assistant District Attorneys who elected to remain in the Milwaukee County Employee Retirement System and retained County fringe benefits when District Attorneys became State employees on January 1, 1990. In addition, there are 17 Assistant District Attorneys on the State payroll who retained County fringe benefits. The budget reflects County payments to prosecutors on the County payroll and State reimbursement for these payments and the actual County cost of fringe benefits provided to the 43 prosecutors with County fringe benefits. The tax levy effect of this budgeting change decreases levy by \$383,945. This transaction was previously accomplished by fund transfer.
- An appropriation of \$18,501 provides the 10% required match for two Assistant District Attorneys funded by the 1996 Local Law Enforcement Block Grant. One position is assigned to gang crimes prosecution and the other position expedites felony review of cases to help minimize the impact on jail populations.
- The crosscharge for the Children's Court Center space rental increases by \$161,040, to \$247,242, due to the

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500

FUND: General - 010000

larger renovated space the District Attorney now occupies.

- Computer software expenditures increase \$11,375, from \$3,000 to \$14,375, to provide funding for Sybase licenses for each workstation that requires access to the Circuit Court Automation Project (CCAP).
- An appropriation of \$15,576 is included for two replacement copy machines, \$2,550 is for a new computer workstation, and \$10,200 is for four replacement workstations in the Children's Court Center.
- Welfare fraud revenue is decreased \$40,000, to \$0, due to the State discontinuing reimbursement for welfare fraud prosecutions in 1998.

### Violent Crimes Court Project

From October 14, 1991 through August 31, 1997, the violent crimes courts completed 731 homicide cases in an average time of 97 days from initial appearance to finding of guilt or innocence. Before the project began, the average time from initial appearance to finding in homicide cases was 315 days.

The Violent Crimes Courts Project was expanded on November 2, 1993 to include felony sexual assault cases. From November 2, 1993 through August 31, 1997, the violent crimes courts completed 1,352 felony sexual assault cases in an average time of 80 days from initial appearance to finding of guilt or innocence. Before the project was expanded to include sexual assault cases, the average time from initial appearance to finding was 221 days.

### MMDEG and Speedy Trial Drug Court Project

From April 30, 1990 through August 31, 1997, this project completed 9,474 felony drug cases in an average time of 63 days from initial appearance to finding of guilt or innocence. Before the Speedy Trial Drug Court Project began, the average time from initial appearance to finding in felony drug cases was 307 days.

### Termination of Parental Rights Speedy Resolution Project

The Termination of Parental Rights Speedy Resolution Project continues to improve as parental rights to 271 children were terminated last year. There were 60 completed TPR's in 1992, 77 in 1993, 105 in 1994 and 249 in 1995. Due to State grant funding, two prosecutors, one paralegal and one secretary were added in July, 1996, which effectively doubles the staff dedicated to TPR cases.

## ACTIVITY & STATISTICAL SUMMARY

Description	1996 Budget	1996 Actual	1997 Budget	1998 Budget
<u>Major Offenses Reported to Police</u>				
Violent Crimes	7,250	6,561	7,500	7,000
Property Crimes	60,000	58,243	62,000	59,000
Total Major Offenses	67,250	64,804	69,500	66,000
<u>Milwaukee County Arrests</u>				
Juvenile Arrests	28,000	32,126	28,000	33,000
Adult Arrests	90,000	92,930	90,000	95,000
Total Arrests	118,000	125,056	118,000	128,000
<u>Charges Resulting in Court Cases</u>				
Felony	7,250	8,157	8,250	8,500
Misdemeanor	17,500	18,039	17,500	19,250
Traffic (State)	8,600	9,181	8,500	9,500
County Ordinance	42,000	35,522	42,000	37,150
Juvenile Court Delinquent	7,000	5,538	6,250	5,600
CHIPS and Other	4,000	3,888	4,250	4,150
Juvenile Traffic	1,250	1,085	1,350	1,100
Total Court Cases	87,600	81,410	88,100	85,250

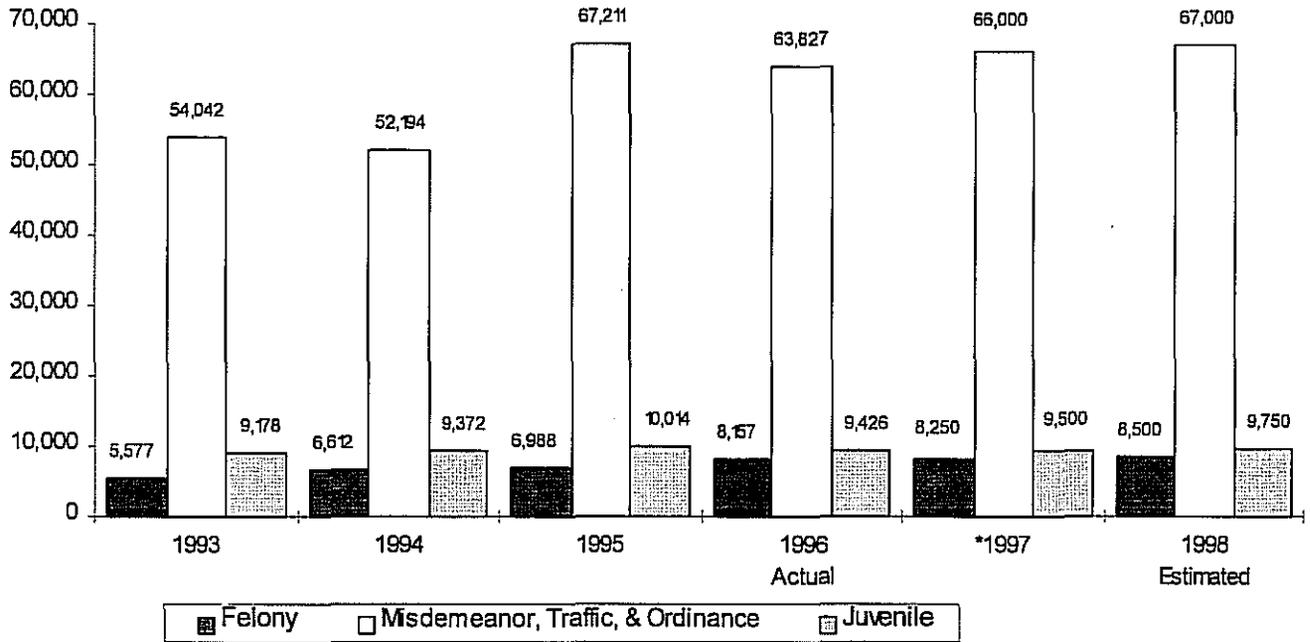
COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500

FUND: General - 010000

**Case Filings**





**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

**FUND:** Enterprise - 760000

**OPERATING AUTHORITY & PURPOSE**

Milwaukee County operates and maintains General Mitchell International and Lawrence J. Timmerman Field Airports by authority granted under Chapters 59 and 114 of the Wisconsin Statutes. General Mitchell International Airport provides commercial, military and general aviation services. Timmerman Field Airport is primarily for general aviation.

Under the terms of the negotiated agreement between Milwaukee County and the signatory airlines, all operating expenses of the County's Airport system are recovered through rates and charges assessed to users (terminal and land rentals, concession fees, and landing fees).

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 5,975,580	\$ 6,921,675	\$ 7,277,776	\$ 356,101
Fringe Benefits	2,454,953	0	0	0
Services	6,332,090	7,336,864	7,712,500	375,636
Commodities	1,198,677	1,392,350	1,420,350	28,000
Other Charges	7,079,268	6,155,406	7,193,751	1,038,345
Capital Outlay	1,645,189	2,318,100	1,250,400	-1,067,700
Contractual Crosscharges	7,538,969	7,580,419	6,022,394	-1,558,025
Abatements	-22,319	-20,000	0	20,000
<b>Total Expenditures</b>	<b>\$ 32,202,407</b>	<b>\$ 31,684,814</b>	<b>\$ 30,877,171</b>	<b>\$ -807,643</b>
State & Federal Revenue	-29,771	0	0	0
Other Direct Revenue	32,696,117	34,609,684	33,937,212	-672,472
<b>Total Direct Revenue</b>	<b>\$ 32,666,346</b>	<b>\$ 34,609,684</b>	<b>\$ 33,937,212</b>	<b>\$ -672,472</b>
Crosscharge Adjustment	0	2,517,760	2,475,586	-42,174
***Tax Levy per GAAP	-463,939	-2,924,870	-3,060,041	-135,171
<b>Tax Levy</b>	<b>\$ -178,191</b>	<b>\$ -407,110</b>	<b>\$ -584,455</b>	<b>\$ -177,345</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,517,760 to \$407,110. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$2,475,586, to \$584,455, for a tax levy change of \$177,345.

\*\*\* Fringe Benefits, the Central Service Allocation and other central crosscharges totaling \$2,475,586 are not included in this budget but are actually charged to the Airport, and thus are included in Airport user charges and revenues. The Airport tax levy of \$(584,455), which is the 1998 Airport lease payment amount to the County, includes the impact of these charges.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

**FUND:** Enterprise - 760000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
General Mitchell	Expenditure	\$ 32,040,517	\$ 31,211,842	\$ 30,469,415	\$ -742,427
International	Revenue	<u>32,443,640</u>	<u>34,379,684</u>	<u>33,707,212</u>	<u>-672,472</u>
	Tax Levy	\$ -403,123	\$ -3,167,842	\$ -3,237,797	\$ -69,955
Timmerman Field	Expenditure	\$ 161,889	\$ 472,972	\$ 407,756	\$ -65,216
	Revenue	<u>222,705</u>	<u>230,000</u>	<u>230,000</u>	<u>0</u>
	Tax Levy	\$ -60,816	\$ 242,972	\$ 177,756	\$ -65,216

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	191.8	198.1	199.8	1.7
Overtime Hours	26,126	10,000	10,000	0
Overtime Dollars	\$474,775	\$345,000	\$390,000	\$45,000

Department of Public Works-Airport Division personal services have been established at a net salary budget that is 100% of gross wages. For 1997, the Department of Public Works-Airport Division had a net salary budget that was 97.51% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	8.0	9.0	1.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	16.0	16.0	0.0
Protective Services (D)	32.0	32.0	0.0
Service/Maintenance (H)	92.0	92.0	0.0
Skilled Craft (G)	20.0	20.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>174.0</b>	<b>175.0</b>	<b>1.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Clerk Typist 2 (NR)	Create	1 position	Maintenance	\$ 20,929
Airport Intern	Increase hours	1500 hours	Maint & Operations	13,725
			<b>TOTAL</b>	<b>\$ 34,654</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

## OBJECTIVES

1. Continue planning for phased implementation of the Master plan as appropriate to meet achieved milestone growth, recognizing the needs of Milwaukee County, Southeastern Wisconsin, and the air transportation industry, while addressing the concerns of those persons who may be affected by Airport expansion.
2. Continue implementation of the FAR Part 150 Noise Compatibility Study (Airport Noise Study) to mitigate aircraft noise impact on surrounding communities as much as feasible in accordance with the policy and programs outlined in the Home Owners Protection Plan.
3. Continue the implementation of the Capital Improvements projects generated by the needs of the Airport.
4. Implement parking utilization management and service improvements along with continued implementation of the parking study needs recommendations and installation of an approved new Parking Revenue Control System.
5. Develop and begin phased implementation of improved information management systems, including a computer network as well as new accounting, budget, maintenance, and geographic information sub-systems.

6. Continue to operate and maintain the Airport in the most cost effective manner possible while meeting the needs of the Airport's primary customers, the airlines and the traveling public.

## DEPARTMENT DESCRIPTION

The Airport Division has essentially one program: "*Air Transportation*." This program includes all activities necessary for the efficient, day-to-day operation of General Mitchell International (GMIA) and Timmerman Field Airports.

One of the most important changes for the 1998 Airport Budget is the \$177,345 increase in the "surplus" or repayment to the County's general fund from \$407,110 in 1997 to \$584,455 in 1998. Per the terms of the 25 year agreement with the airlines, the repayment schedule for money advanced to the Airport for the 1983-85 terminal building expansion project now results in an annual revenue flow back to the County through 2010.

Excluding unbudgeted crosscharges, the Airport's expenditure budget for 1998 is decreased \$807,643, or 2.55%, while revenues are decreased 1.94% or \$672,472. Major budget changes include a \$1,355,331 decrease in interest charges and a \$1,600,000 increase in estimated parking revenues.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

Per Passenger Benchmark Statistics							
	1992	1993	1994	1995	1996	1997 Budget	1998 Estimate
Airline Revenue	\$ 5.44	\$ 5.90	\$ 5.26	\$ 4.57	\$ 3.99	\$ 4.93	\$ 3.87
Percent Change		8.4%	-10.8%	-13.0%	-12.7%	23.5%	-21.5%
Parking Revenue	\$ 3.25	\$ 3.48	\$ 3.64	\$ 4.06	\$ 4.22	\$ 4.14	\$ 4.34
Percent Change		7.1%	4.8%	11.6%	3.8%	-1.9%	5.0%
Concession Revenue	\$ 1.80	\$ 1.73	\$ 1.78	\$ 1.95	\$ 1.91	\$ 1.83	\$ 2.00
Percent Change		-4.1%	3.0%	9.7%	-2.3%	-4.0%	9.3%
Maintenance Expense	\$ 0.87	\$ 0.95	\$ 0.70	\$ 0.88	\$ 1.06	\$ 0.97	\$ 0.84
Percent Change		9.4%	-26.3%	25.5%	20.5%	-8.3%	-13.5%
Total Debt	\$ 34.75	\$ 30.54	\$ 24.18	\$ 24.06	\$ 23.65	\$ 20.49	\$ 18.58
Percent Change		-12.1%	-20.8%	-0.5%	-1.7%	-13.4%	-9.3%
Debt Service Expense	\$ 6.31	\$ 5.89	\$ 4.73	\$ 4.63	\$ 3.48	\$ 3.10	\$ 3.12
Percent Change		-6.6%	-19.7%	-2.3%	-24.8%	-11.0%	0.8%
Labor Expense	\$ 2.99	\$ 2.98	\$ 2.70	\$ 2.89	\$ 3.08	\$ 3.08	\$ 3.15
Percent Change		-0.4%	-9.4%	7.0%	6.7%	0.0%	2.5%
Passengers Per FTE	12,370	12,793	14,874	14,328	14,859	14,646	14,500
Percent Change		3.4%	16.3%	-3.7%	3.7%	-1.4%	-1.0%

## BUDGET HIGHLIGHTS

- Personal services costs are increased a total of \$166,964, including the impact of a 3% salary increase, one new position budgeted (\$20,929) and increased airport intern hours (\$13,725).
- \$20,929 Create 1 Clerk Typist 2 (NR)  
20,929 Airline Revenue  
 \$ 0 Net Fiscal Effect

The Maintenance Department is the largest unit of the Airport Division. It is spread throughout the Airport campus and divided into five separate units: South Maintenance, Electrical, Plumbing, HVAC and Custodial. The number of employees assigned to this department is 135 and increases to 152 during the winter.

The Clerk Typist 2 (Non-Represented) would provide clerical support to the entire Maintenance Department including purchasing transactions, personnel appraisals, discipline, and union-related correspondence, including grievances.

This position would also be responsible for updating the forthcoming Local Area Network (LAN) for the Maintenance Department.

Currently the department is using a temporary help agency to assist administrative clerical staff. There are twelve managers and supervisors that are being provided clerical support by this position. As the LAN comes on line, this position will also provide administrative support for T & M transactions, drug and alcohol testing, general office records and nearly three hundred purchasing transactions per year. This position also would provide clerical back up to other departments at the Airport during periods of personnel shortages.

- \$13,725 1,500 hour increase for Airport Intern  
13,725 Airline Revenue  
 \$ 0 Net Fiscal Effect

The current intern position has been authorized for 500 hours each year and has typically been filled by students from aviation colleges who are planning a career in Airport Management. Traditionally, the Airport has filled the position for the summer months which is a relatively short period of time and does not offer the student a broad enough level of experience. It also limits the productive benefits of this position for the Airport.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

The Airport would like to increase the internship to a full year and hire recent college graduates instead of junior or senior year students for just the summer months. This position will be assigned primarily to the areas of airport operations, maintenance and environmental compliance. Assignment of special projects and research in these areas will provide valuable hands on experience for the intern and will also provide useful work products for Airport Management.

- A \$50,000 program increase for an environmental consultant and lab testing fees of \$50,000 are included in this budget toward meeting the Wisconsin Department of Natural Resources requirement that the Airport have an effective strategy for containment of deicing glycol in place by the end of 1997. Beginning in 1998, the Airport is required to conduct extensive chemical sampling of stormwater discharge from Airport property. An environmental consultant would coordinate the review and reporting of on-going sampling and independent laboratory test results.
- In addition to the above program, consultant fees are increased a net \$81,000 for other expected needs. Projects include \$20,000 for financial planning, \$50,000 for ground transportation planning, \$50,000 for baggage claim planning, \$50,000 for HVAC planning, and \$57,000 for air service consulting.
- A \$50,000 increase is provided for a new program to contract for paging services. Airport paging services have historically been handled by the airlines. However, often times, the airlines are too busy to accommodate paging requests, or do not answer the phone because the employee is performing other duties elsewhere. Paging services are particularly needed during weather events, which is when the airlines are extremely busy with passenger requirements. At times, these events occur on evenings and weekends when the airline staffs are reduced. This budget will provide for paging service seven days per week at 16 hours per day in order to offer a proper level of customer service.
- The accounts for equipment rental and leased vehicles have a net increase of \$76,700, including \$47,500 for replacement of seven fleet vehicles (three utility vehicles, two cargo vans and two pickup trucks) and \$29,200 for specialized equipment needed mostly for short term usage on maintenance projects and parking lot operations. To reflect the first full year cost of recent leased vehicle additions, vehicle depreciation and vehicle operating expense accounts are raised by a total of \$31,000 as well.
- Fleet Maintenance costs, which are based on charges for the use of automotive equipment owned and maintained by the County's Fleet Maintenance Division, have decreased by \$149,868, from \$826,631 in 1997 to \$676,763 in 1998.
- The 1998 Interest Allocation to the Airport for bond repayments reflects a decrease of \$1,355,881, from \$4,30,471 to \$3,025,140, which is based on the recent bond refinancing interest schedules and new project completion estimates.
- The appropriations for Deprecation charges are based upon existing fixed asset schedules plus requested equipment and anticipated completion dates for various 1997 and 1998 maintenance and improvement projects. The total charge to the Airport for 1998 Depreciation (excluding leased vehicles) is estimated to increase \$333,145.
- The building material and household supply accounts are increased \$68,000 based upon experience and parts and supplies are increased \$50,000 to establish an inventory for HVAC maintenance and repair needs. A reduction of \$90,000 in the chemical deicer account, to budget this variable expense closer to average use, partially offsets these increases.
- New equipment (including computers) is budgeted at \$203,000 for 1998, a \$156,600 increase from 1997. Major items are \$95,000 for a multi-use tractor and \$35,000 for a security ID badging system.
- Replacement equipment (including computer equipment) is budgeted at \$220,000 for 1998, a net increase of \$178,300 from 1997. Major items include \$109,500 for seven large mowers and \$54,000 for an HVAC system control unit.
- General buildings and grounds maintenance accounts are decreased a total of \$20,000 primarily based upon the net effect of anticipated higher cost for services and savings from the seasonal snow crew program which allows more maintenance projects to be done in-house when crews are not needed for snow removal.
- A total of \$827,400 is included for all land improvements and building major maintenance projects in the 1998 Airport Operating budget, which is a \$1,402,600 decrease from the appropriation for 1997. This decrease is partially offset by a \$707,700 Capital Outlay-Contra account increase. Major projects include:

\$ 100,000	Runway 7R-25L Pavement Repairs
70,000	Replace Baggage & Ticketing Doorway Heaters
362,400	Joint Repair & Sealcoat Rwy 1R-19L, 7r-25L & Txy M & R
52,000	Replace Communications System - D & E Concourses
- The appropriation for parking and ground transportation management is increased a total of \$50,000 due to higher operating costs.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040  
**FUND:** Enterprise - 760000

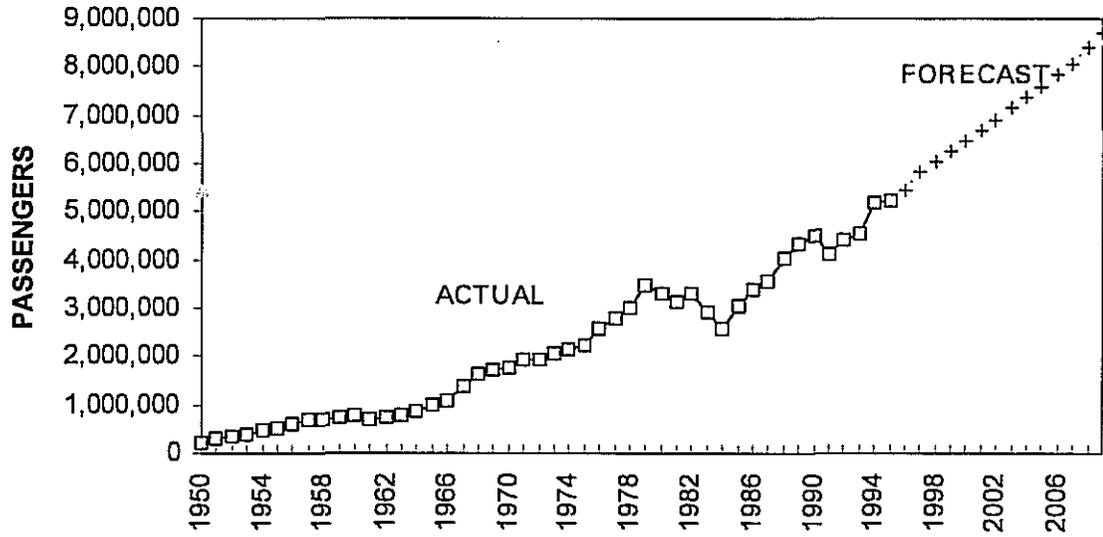
- Training costs are increased \$8,000 for HVAC staff training.
- Excluding Fleet Maintenance and interest charges, the crosscharges from other County departments are decreased \$52,826.
- Signatory airline revenues for security charges, terminal space rental, landing fees, apron fees, and baggage conveyor/paging system fees are decreased \$3,226,451, from \$13,494,787 for 1997 to \$10,268,336 for 1998 due primarily to the net impact of adjusting

signatory rates for prior years over/under costs recovery, the change in next years costs for operating the Airport and changes is non-airline revenues.

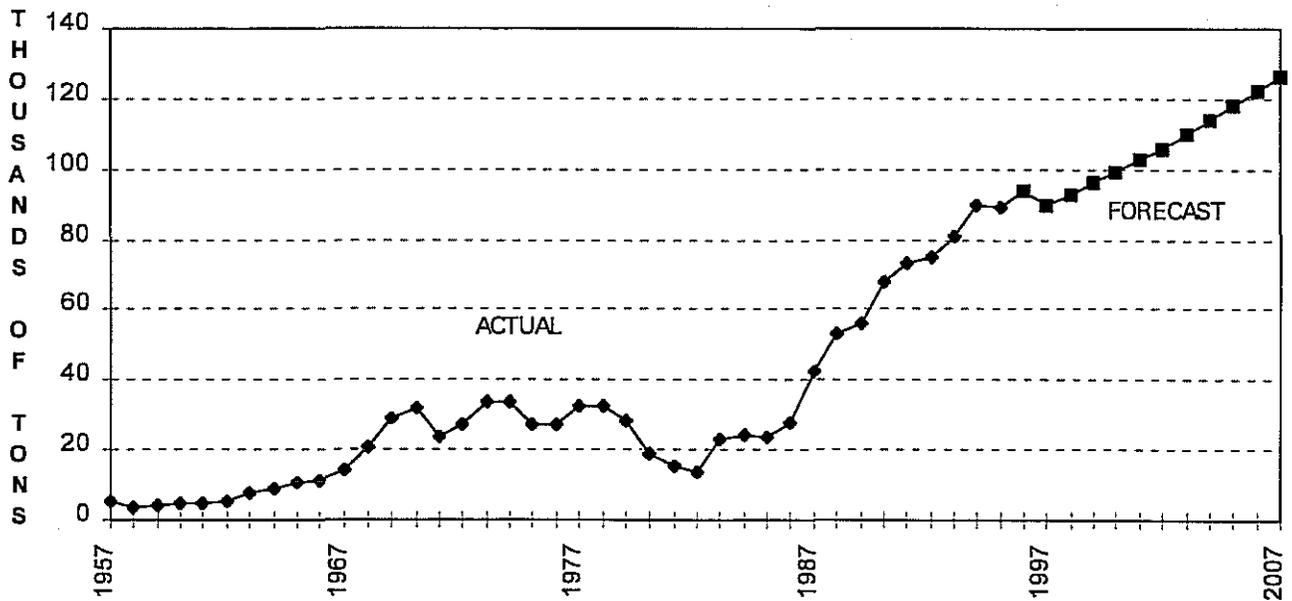
Revenue budgeted for other sources is increased a total of \$2,555,585 based upon experience and/or contract terms. The primary sources of this change are the \$1,600,000 increase in parking revenues, the \$450,000 increase in rental car revenues, and the \$349,190 increase in PFC revenues to offset project interest charges.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Passengers:				
Enplaned	2,593,359	2,732,965	2,900,000	2,900,000
Deplaned	<u>2,628,346</u>	<u>2,719,680</u>	<u>2,900,000</u>	<u>2,900,000</u>
Total	5,221,705	5,452,645	5,800,000	5,800,000
Revenue Landing Weight (1,000 lbs)	5,180,172	5,269,812	5,250,000	5,300,000
Air Freight (1,000 lbs)	177,489	188,293	200,000	200,000
Aircraft Operations (Takeoffs and Landings)				
Commercial	144,420	146,998	160,000	150,000
Military	5,187	5,629	5,500	5,500
General	55,174	48,336	60,000	50,000
Timmerman	<u>75,879</u>	<u>82,441</u>	<u>80,000</u>	<u>90,000</u>
Total	280,660	283,404	305,500	295,500

FORECAST PASSENGERS



FORECAST AIR FREIGHT  
GENERAL MITCHELL INTERNATIONAL AIRPORT



**COUNTY EXECUTIVE'S 1998 BUDGET**

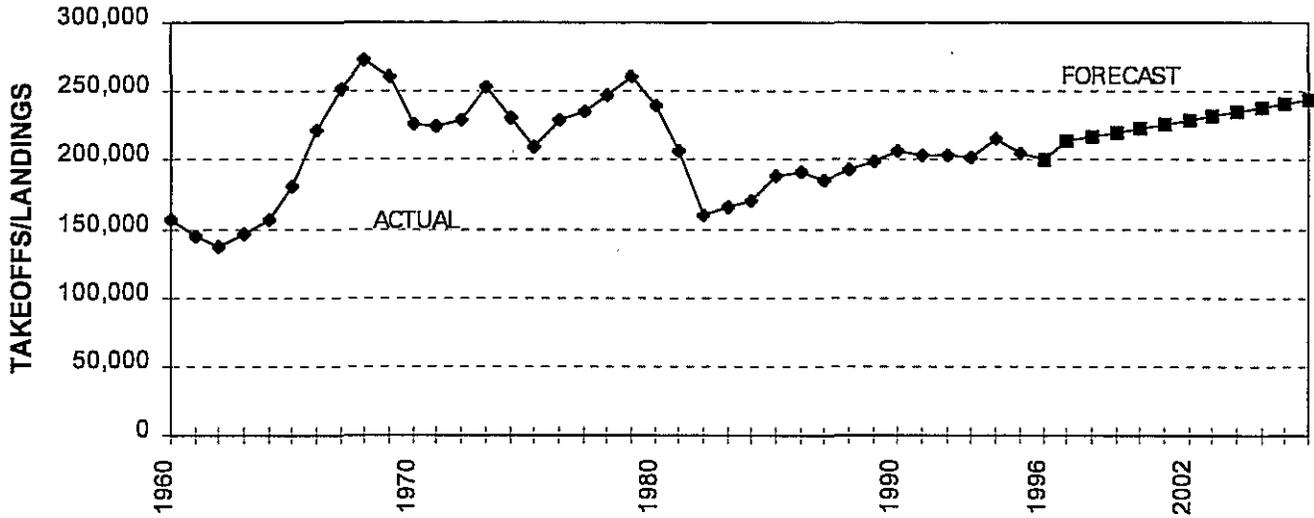
**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

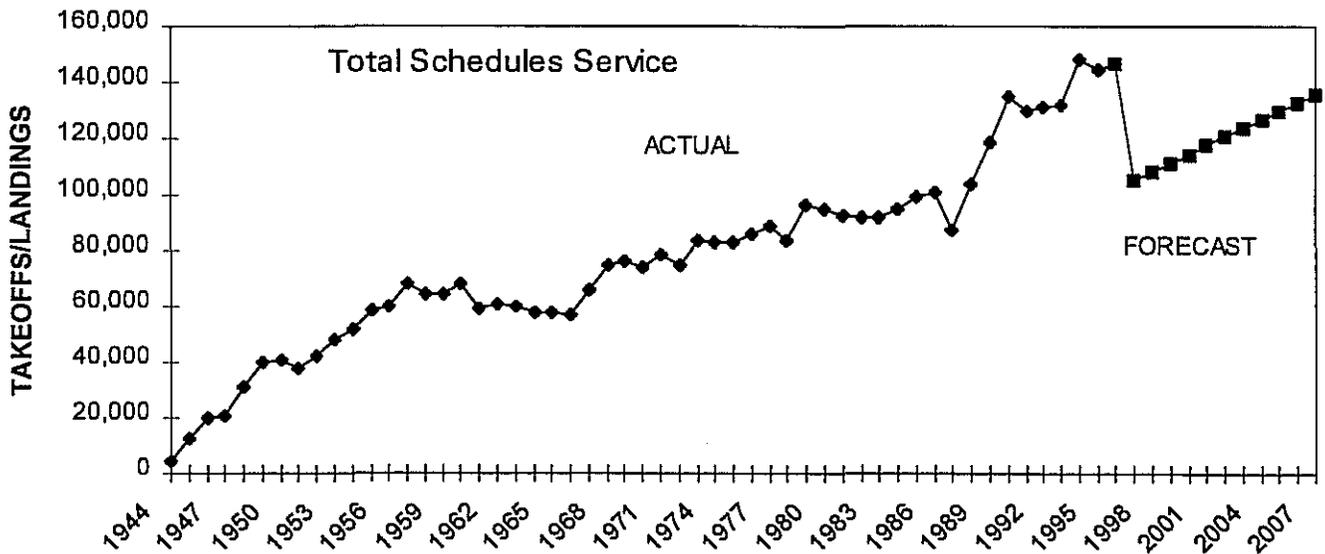
**FUND:** Enterprise - 760000

**FORECAST TOTAL OPERATIONS**

GENERAL MITCHELL INTERNATIONAL AIRPORT  
AIR CARRIER, COMMUTER, MILITARY AND GENERAL AVIATION



**AIR CARRIER AND COMMUTER FORECAST OPERATIONS**



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

## OPERATING AUTHORITY & PURPOSE

The Professional Services Division provides a broad spectrum of skilled and technical services for Milwaukee County. The Division is comprised of three sections: Architectural and Engineering Services, Environment and Energy, and Transportation Services. Through technical and professional efforts, these sections research, design, administer and implement a diverse combination of programs and projects.

### OBJECTIVES

1. To continue administering major construction projects including the House of Correction master plan, Marcus Center restoration, McKinley Marina, Bender Park Shoreline Protection, Franklin and Doyne Park Landfill Remediation.
2. To assist in the planning and design of major projects such as the Airport master plan and the Courthouse/Safety Building master plan.
3. Maintain and update the environmental issue inventory of all County facilities and perform or contract environmental audits and assessments for property being considered for foreclosure, purchase or sale.
4. Bring to closure the landfill remediation activities at Crystal Ridge (Franklin), Doyne Park and the Airport while monitoring the situation at the Stadium.
5. Develop a comprehensive multi-year plan to address transportation issues affecting Milwaukee County incorporating County Trunk Highways, the Milwaukee County Transit System, County-owned parking facilities and other transportation related facilities and programs.
6. Participate in coordination efforts related to the State's East-West Corridor Study being performed for transit improvement in the East-West Corridor.
7. Conduct a detailed pavement analysis of County highways and develop a comprehensive pavement management plan. The analysis will determine the age, condition and estimated longevity of County highways to allow for a comprehensive repair and/or replacement program.
8. Inventory existing traffic control devices located on the County Highway System and develop a comprehensive traffic control management plan.

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 3,933,345	\$ 3,892,224	\$ 4,233,891	\$ 341,667
Fringe Benefits	1,196,183	0	0	0
Services	283,659	551,351	580,296	28,945
Commodities	112,703	121,700	99,430	-22,270
Other Charges	144,505	610,576	181,490	-429,086
Capital Outlay	1,342,941	832,900	742,395	-90,505
Contractual Crosscharges	780,556	274,204	1,378,959	1,104,755
Abatements	-586,701	-408,798	-698,821	-290,023
<b>Total Expenditures</b>	<b>\$ 7,207,191</b>	<b>\$ 5,874,157</b>	<b>\$ 6,517,640</b>	<b>\$ 643,483</b>
State & Federal Revenue	384,688	304,392	209,600	-94,792
Other Direct Revenue	32,054	30,000	11,000	-19,000
<b>Total Direct Revenue</b>	<b>\$ 416,742</b>	<b>\$ 334,392</b>	<b>\$ 220,600</b>	<b>\$ -113,792</b>
<b>Indirect Revenue</b>	<b>\$ 5,506,013</b>	<b>\$ 5,736,638</b>	<b>\$ 7,065,232</b>	<b>\$ 1,328,594</b>
<b>Property Tax Levy</b>	<b>\$ 1,284,436</b>	<b>\$ -196,873</b>	<b>\$ -768,192</b>	<b>\$ -571,319</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,537,332 to \$1,340,459. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$2,107,099, to \$1,338,907, for a tax levy change of \$1,552.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION**

**UNIT NO. 5070**

**FUND: Internal Service - 280000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Architectural and	Expenditure	\$ 6,329,003	\$ 5,070,341	\$ 5,805,383	\$ 735,042
Environmental Services	Abatement	591,153	421,168	677,016	255,848
	Revenue	<u>4,410,164</u>	<u>4,630,803</u>	<u>5,498,651</u>	<u>867,848</u>
	Tax Levy	\$ 1,327,686	\$ 18,370	\$ -370,284	\$ -388,654
Transportation	Expenditure	\$ 1,644,088	\$ 1,365,514	\$ 1,543,473	\$ 177,959
Services	Abatement	174,747	140,530	154,200	13,670
	Revenue	<u>1,512,591</u>	<u>1,440,227</u>	<u>1,787,181</u>	<u>346,954</u>
	Tax Levy	\$ -43,250	\$ -215,243	\$ -397,908	\$ -182,665

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	79.8	73.7	78.8	5.1
Overtime Hours	3,947	1,600	1,600	0
Overtime Dollars	\$63,230	\$55,199	\$55,199	\$0

Department of Public Works-Professional Services Division personal services have been reduced by \$18,946 to establish a net salary budget that is 99.51% of gross wages. For 1997, the Department of Public Works-Professional Services Division had a net salary budget that was 98.04% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	21.0	22.0	1.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	4.0	6.0	2.0
Professional (B)	26.0	27.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1.0	1.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	14.0	14.0	0.0
<b>TOTAL</b>	<b>74.0</b>	<b>78.0</b>	<b>4.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Preventative Maintenance Program Manager	Create	1 Position	Arch. & Eng.	\$ 57,795
Facilities Planning Analyst	Transfer /DPW-FM	1 Position	Arch. & Eng.	34,034
Construction Coordinator I	Transfer /DPW-FM	1 Position	Arch. & Eng.	49,517
Student Intern	Create	640 Hrs	Transport Services	6,415
			<b>TOTAL</b>	<b>\$ 147,761</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

**UNIT NO.** 5070

**FUND:** Internal Service - 280000

**DEPARTMENT DESCRIPTION**

*Architectural Services* provides program and cost estimates for building major maintenance and capital improvement projects for other County departments. Surveys, design and plan specifications required for construction contracts are also prepared and/or administered by this section. This section conducts preventative maintenance inventories, administers competitive bidding, presents bid recommendations, monitors adherence to consultant and construction contracts, and provides management and inspection for construction projects. *Environmental Services* provides technical services on energy conservation and management and environmental issues for various County departments.

Environmental issues include asbestos abatement, underground storage tanks, PCBs, landfills, air quality, water quality, solid waste management and environmental assessments.

The *Transportation Services Section* provides transit planning and coordination, grant preparation and development and transit facility development. This section further provides traffic engineering services and plans, designs and oversees the construction of County trunk highways and bridges.

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Reduce "soft costs" charged against projects by using staff rather than consultants.	To complete projects as cost effectively as possible.	Reduce "soft costs" charged to projects from the current average of 20% of total project costs to 18%.
2.	Reduce project contingencies by utilizing DPW Facilities Management staff.	To reduce construction costs of capital projects.	Reduce project contingencies from the current aggregate of 7% of project funding to 5%.
3.	Obtain reimbursement for capital projects in a more timely manner.	To reduce the cost of borrowing funds used in capital projects done on a reimbursement basis.	Achieve a 50% decrease from the prior year in the number of invoices submitted with charges incurred more than six months prior to billing for reimbursement.
4.	Develop a County Trunk Highway Rehabilitation priority list and identify needed resources for implementation.	To assess pavement conditions for all County Trunk Highways in order to determine rehabilitation strategies and priorities.	Complete a detailed assessment of County Trunk Highways and develop priority list by December 31, 1998.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- For 1998, the department is creating a Preventative Maintenance Program which will include a Geographic Information System/Preventative Maintenance Section and the Graphics/Records Section. One position of Preventative Maintenance Program Manager is created to oversee this program. The Manager will manage and direct infrastructure support services; plan, organize, develop and implement policies and procedures for records management, the creation and utilization of the geographic information systems (GIS) and the implementation of the facility inventory and condition assessment program including development of electronically digitized drawings of all County facilities.

The GIS/Preventative Maintenance Section of the program will be staffed by a Facilities Planning Analyst and a Construction Coordinator I. These positions are being transferred from the Department of Public Works Administration/Facilities Management Division to this section with \$0 County-wide fiscal effect.

As part of this program, the Graphics/Records Section will be revised in 1998. The section will be responsible for records management including all the County's plans, design and building construction records, which were consolidated in 1997, and the records relating to the County-wide building assessment which will be in its third year in 1998. The three staff assigned to this section will continue entering the records into a data base for retrieval. This section will no longer provide graphic services for other County departments. In the past this section provided a very small, sporadic amount of graphic services for County departments. These services will be more efficiently, cost-effectively and appropriately provided by the Graphics Section of the Department of Administration Information Management Services Division in 1998.

### ARCHITECTURAL AND ENVIRONMENTAL SERVICES

- Appropriations provided to fund year three of a five year plan to complete a County-wide facility major maintenance assessment and inventory are increased by \$40,000, from \$200,000 to \$240,000. This project was authorized under County Board Resolution File No. 93-224.
- Funding of \$50,000 is provided to continue a program begun in 1996 to digitize plans of existing County buildings. The plans are used by the Architectural and Environmental Services Division and facility managers in repair and maintenance work, remodeling and master planning.

- Funding of \$25,500 will provide data processing education to Professional Services staff.
- The appropriation for Major Maintenance-Land Improvements is decreased by \$70,000, from \$660,000 in 1997 to \$590,000 for 1998. The funding will address operation and maintenance of remediation systems installed to address soil and/or water contamination at the Crystal Ridge (Franklin Landfill) site, monitoring of the Bliffert and the Winnebago Sealman sites and completion of remediation of all known underground storage tanks.
- Funding for Franklin Landfill monitoring is reduced from \$200,000 in 1997 to \$150,000 for 1998.
- The cost of insurance services is increased \$264,453 to \$283,883 due to the inclusion of \$270,000 for capital liability insurance. In the past, capital liability insurance was included in the capital budget. For 1998, this insurance is budgeted in the Professional Services Division and then charged out to the appropriate capital projects. This change in policy has no County-wide fiscal effect.
- State revenue of \$100,000 is included for a State Department of Natural Resources Local Assistance Program Grant. This amount reflects an \$80,000 reduction in State funding from the 1997 amount of \$180,000. The grant is used to offset the cost of salaries in the Environmental Section of this department.
- Funding of \$90,395 is provided for the purchase of equipment including \$9,870 for a copier, \$3,000 for a fax machine, \$9,600 for a CADD workstation, \$5,200 for CADD workstation furniture, \$17,625 for a large scale document scanner, \$8,000 for a tape backup, \$13,800 for six computer workstations, \$4,200 for two monitors, \$2,000 for a printer and \$17,100 for other miscellaneous data processing network equipment.

### TRANSPORTATION SERVICES

- One position of Engineering Student Intern is created to assist the Transit Program Development Section. The primary duty of the intern will be to prepare CADD drawings from field survey and engineering data for use in property descriptions and grading, utility, roadway and other construction projects. In addition, the intern will research engineering and transportation files to provide plans or information as requested, file engineering and transportation plans and specifications and serve on a survey crew as needed.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

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- Appropriations of \$49,400 are provided to meet State requirements for the Digger's Hotline and to expand the Department of Public Works Geographic Information System (GIS) into the Transportation Section. The funding includes \$12,400 for hardware, \$12,000 for software and \$25,000 for consultant services for computerization of "as built plans." The GIS in this section will focus on roads and thoroughways within or adjacent to County-owned lands and will include items such as signal boxes and utilities in or on streets, highways and parkways. This system will communicate with the GIS in the Architectural and Engineering

Section which includes information on all structures located on County-owned property and the system at the Airport which includes topographical as well as structural information related to the Airport.

- Funding of \$17,000 is provided for new and replacement equipment including \$12,400 for GIS hardware, \$4,200 for two high resolution monitors and \$400 for Zipp Drives to expand the capacity of current computer hard drives.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Department of Public Works-Highway Maintenance Division maintains all County trunk highways, State trunk highways and expressways. It is responsible for maintaining vacant freeway lands and the North Shore right-of-way.

**OBJECTIVES**

1. Maintain County trunk highways, expressways and State trunk highways in a manner that will provide citizens of the County with a safe, usable roadway system at a level of service acceptable to a majority of its citizens and at the lowest possible cost.
2. Resurface 10 lane miles (equivalent) of County trunk highways and expand the pavement repair program to provide extended pavement integrity on County trunk roadways.
3. Continue equipment training programs for personnel.
4. Continue maintenance of Parks roads in the areas of sweeping, striping, catch basin repairs and cleaning, minor asphalt work and bridge repairs.
5. Continue implementation of the program for dump and flow salt delivery.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997 Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 4,373,459	\$ 4,964,824	\$ 4,865,070	\$ -99,754
Fringe Benefits	1,258,844	0	0	0
Services	189,555	229,500	224,350	-5,150
Commodities	823,929	773,725	820,363	46,638
Other Charges	772	5,000	5,000	0
Capital Outlay	135,650	144,250	107,000	-37,250
Contractual Crosscharges	4,861,626	3,464,531	3,701,162	236,631
Abatements	-1,390,875	-160,000	-160,000	0
<b>Total Expenditures</b>	<b>\$ 10,252,960</b>	<b>\$ 9,421,830</b>	<b>\$ 9,562,945</b>	<b>\$ 141,115</b>
State & Federal Revenue	10,308,061	10,347,865	10,417,823	69,958
Other Direct Revenue	54,026	77,200	72,197	-5,003
<b>Total Direct Revenue</b>	<b>\$ 10,362,087</b>	<b>\$ 10,425,065</b>	<b>\$ 10,490,020</b>	<b>\$ 64,955</b>
Property Tax Levy	\$ -109,127	\$ -1,003,235	\$ -927,075	\$ 76,160

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,582,371 to \$579,136. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$1,492,202, to \$565,127, for a tax levy change of \$-14,009.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100

**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
State Highway	Expenditure	\$ 8,727,551	\$ 7,442,306	\$ 7,583,036	\$ 140,730
Maintenance	Abatement	0	0	0	0
	Revenue	<u>8,727,551</u>	<u>8,690,796</u>	<u>8,760,383</u>	<u>69,587</u>
	Tax Levy	\$ 0	\$ -1,248,490	\$ -1,177,347	\$ 71,143
County Highway	Expenditure	\$ 1,699,710	\$ 2,139,524	\$ 2,139,909	\$ 385
Maintenance	Abatement	174,325	160,000	160,000	0
	Revenue	<u>1,634,536</u>	<u>1,734,269</u>	<u>1,729,637</u>	<u>-4,632</u>
	Tax Levy	\$ -109,151	\$ 245,255	\$ 250,272	\$ 5,017

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	135.4	136.6	130.1	-6.5
Overtime Hours	17,982	13,500	13,750	250
Overtime Dollars	\$378,837	\$321,257	\$321,254	\$-3

Department of Public Works-Highway Maintenance Division personal services have been reduced by \$206,791 to establish a net salary budget that is 95.62% of gross wages. For 1997, the Department of Public Works-Highway Maintenance Division had a net salary budget that was 98.64% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	2.0	2.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	98.0	97.0	-1.0
Skilled Craft (G)	8.0	8.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>113.0</b>	<b>112.0</b>	<b>-1.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Highway Maintenance Supervisor	Abolish	1 position	Highway Maintenance	\$ -42,932
Electrical Mechanic	Reduce Hours	2,088 to 1,044	Electrical Maintenance	-23,476
			<b>TOTAL</b>	<b>\$ -66,408</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100  
**FUND:** General - 010000

**DEPARTMENT DESCRIPTION**

The *State Highway Maintenance* program provides general and winter maintenance on the expressways and State trunk highways within Milwaukee County. The State reimbursement for this program is based on actual labor, including incidental labor costs, machinery allowances as specified in the current State Highway Maintenance Manual's actual cost provision, and material purchases authorized by the State Department of Transportation. State highway maintenance program costs are 100% offset by State reimbursement revenue.

The *County Highway Maintenance* section provides general and winter maintenance on the Milwaukee County highway system. This includes pavement repair and resurfacing, shoulder maintenance, vegetation control, safety appurtenances, road drainage, litter pickup, bridge maintenance, ice and snow control, traffic signal maintenance and highway signing and pavement marking.

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Maintain the ten year county trunk highway resurfacing schedule.	To avoid major emergency county trunk highway repairs and citizen complaints about poor road conditions.	Comparison of actual resurfacing to ten year program and a reduction in citizen complaints for the resurfaced area of 10% below prior year.
2.	Provide training for Highway Maintenance Division employees.	To provide Highway Maintenance Worker's with training on traffic cone safety and grader and loader operation and to provide supervisors with training in supervision and management.	100% attendance of all Highway Maintenance Workers at traffic cone safety classes and all supervisory staff at supervision and management training. 100% attendance of appropriate Highway Maintenance Workers at grader and loader operation classes.
3.	Continue a Joint Rehabilitation Repair Program with the State of Wisconsin.	To grind and fill 15 miles of longitudinal joints on the interstate highway system under the direction of WISDOT.	A 20% reduction in the amount of pothole patching done the following winter in areas that have been rehabilitated.
4.	Increase usage of dump and flow salt trucks.	To perform the winter salting operation more efficiently as a result of having the trucks out on the road longer between stops at the yard to refill the truck with salt.	A 40% increase in the time spent salting before the truck needs to be refilled with salt and a 10% reduction in citizen complaints for the areas serviced by dump and flow salt trucks.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

UNIT NO. 5100

FUND: General - 010000

## BUDGET HIGHLIGHTS

### STATE HIGHWAY MAINTENANCE

- Personal Services costs are reduced \$99,754 and reflect a reduction of \$42,932 for the abolishment of a Highway Maintenance Supervisor position, a \$23,476 reduction in funding for one Electrical Mechanic position and a reduction of \$154,355 to reflect an increase in the number of positions anticipated to be vacant in 1998 partially offset by a \$121,009 increase for wage and step increases. The abolishment of one vacant Highway Maintenance Supervisor position is the result of the consolidation of the expressway, State trunk highway, and County trunk highway functions in the southeastern section of the County under one supervisor and one assistant supervisor. The hours of one vacant Electrical Mechanic are reduced with the expectation of filling this position only for the summer season. Reductions related to staff vacancies are increased from \$63,630 in 1997 to \$222,611 for 1998 and reflect vacancies in three full-time and ten seasonal Highway Maintenance Worker positions.
- The State reimburses the Highway Division for 100% of eligible costs associated with the State trunk highways and the freeway system. For 1998, it is estimated that \$7,583,036, or 78.9%, of the department's cost for personal services, contractual services and commodities will be dedicated to the freeway system of the State trunk highways. In addition, it is estimated that \$1,177,347 in reimbursement revenue will be received from the State to cover the employee, Central Services and other overhead costs which are related to these services provided for the State but which are centrally budgeted in another department. These amounts reflect a \$69,958 increase from 1997 due to an increase in the amount of this department's budget that will be used for State highway purposes.
- Fleet maintenance services are increased \$204,057, from \$2,576,587 to \$2,780,644, to reflect prior year experience. Risk Management charges increase \$33,778 over 1997 to \$281,285.
- Building and Roadway Materials will be \$350,000, or \$10,000 greater than 1997 for County trunk highways and \$400,000, or \$40,000 greater than 1997, for State trunk highways. The increases in the appropriations for 1998 are due to an increase in the funding provided for salt, winter chemicals and bituminous materials for repair projects on the expressway.

### COUNTY HIGHWAY MAINTENANCE

- State Transportation Aids for the maintenance of County trunk highways remain at the 1997 adopted level of \$1,657,440.
- Due to fiscal constraints, appropriations for major maintenance of County highways are decreased by \$25,000, from \$125,000 in 1997 to \$100,000 for 1998.
- Funding of \$6,000 is provided for the purchase of three trunk mounted arrow boards to follow sweepers. In the past, sweepers were followed by trucks towing lighted arrow boards. The arrow boards alerted motorists that road work was being performed and indicated that drivers could safely pass to the right or left of the maintenance vehicles. The State has recommended that the trucks following the sweepers should be equipped with attenuated (crash) cushions, which the State has purchased for the County to install. To maximize the effect of the attenuated cushions and to avoid having motorists crash into the towed arrow boards, Highway Maintenance is requesting arrow boards which can be mounted directly on the trucks rather than be towed behind.
- In 1998, the Highway Maintenance Division will continue to provide striping, bridge repair, sweeping and catch basin cleaning and repairs for selected Parks. The Parks Department in turn will maintain selected boulevards for the Highway Maintenance Division. This action allows each department to be more efficient in their specialized maintenance areas and results in a zero County-wide fiscal effect.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b><u>HIGHWAY MAINTENANCE PROGRAM</u></b>				
Lane Miles (Maintenance)				
County Trunk Highways	341.06	341.06	341.06	341.06
State Trunk Highways	517.55	517.55	517.55	517.55
Expressways	<u>677.62</u>	<u>677.62</u>	<u>677.62</u>	<u>677.62</u>
Total	1,536.23	1,536.23	1,536.23	1,536.23
Acres (Grass Mowing)				
County Trunk Highways	657.67	657.67	657.67	657.67
State Trunk Highways	776.63	776.83	776.83	776.83
Expressways	<u>1,875.87</u>	<u>1,875.87</u>	<u>1,875.87</u>	<u>1,875.87</u>
Total	3,310.17	3,310.37	3,310.37	3,310.37



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

**OPERATING AUTHORITY & PURPOSE**

Under the direction of the Director of Highway and Fleet Operations, the Department of Public Works-Fleet Maintenance Division controls, supervises, and maintains all automotive equipment owned by the County. It also centrally maintains materials and parts for the Department of Health and Human Services/Grounds Maintenance Division, Department of Parks, Recreation and Culture and the Highway Division.

2. To develop written standards and a systematic schedule for replacing vehicles to avoid cost prohibitive major repairs due to high miles and age of equipment.
3. To seek Federal grant money targeted to developing use of alternative fuels.
4. To continue the use of multi-purpose fleet equipment and monitor the fleet size based on user need, adaptability and program changes.
5. To provide training for shop mechanics and support assistants to meet changes in automotive equipment technology and design change repair requirements.

**OBJECTIVES**

1. To address recommendations from the Department of Audit's March, 1996 audit of the Fleet Maintenance Division including development of an automated fuel, inventory and repair system.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 2,188,788	\$ 2,245,309	\$ 2,304,599	\$ 59,290
Fringe Benefits	646,817	0	0	0
Services	230,094	495,150	578,301	83,151
Commodities	1,813,506	1,656,647	1,770,448	113,801
Other Charges	1,577,346	1,870,165	1,641,531	-228,634
Capital Outlay	0	0	0	0
Contractual Crosscharges	1,084,564	784,392	969,432	185,040
Abatements	0	-68,851	-68,851	0
<b>Total Expenditures</b>	<b>\$ 7,541,115</b>	<b>\$ 6,982,812</b>	<b>\$ 7,195,460</b>	<b>\$ 212,648</b>
State & Federal Revenue	32,976	34,000	34,000	0
Other Direct Revenue	412,583	355,264	425,383	70,119
<b>Total Direct Revenue</b>	<b>\$ 445,559</b>	<b>\$ 389,264</b>	<b>\$ 459,383</b>	<b>\$ 70,119</b>
Indirect Revenue	7,101,506	7,510,211	7,618,878	108,667
<b>Property Tax Levy</b>	<b>\$ -5,950</b>	<b>\$ -916,663</b>	<b>\$ -882,801</b>	<b>\$ 33,862</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$916,663 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$882,801, to \$0, for a tax levy change of \$0.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	63.7	61.6	60.8	-0.8
Overtime Hours	11,058	7,075	7,075	0
Overtime Dollars	\$227,677	\$115,393	\$172,211	\$56,818

Department of Public Works-Fleet Maintenance Division personal services have been reduced by \$126,186 to establish a net salary budget that is 94.33% of gross wages. For 1997, the Department of Public Works-Fleet Maintenance Division had a net salary budget that was 98.72% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	9.0	9.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	11.0	11.0	0.0
Skilled Craft (G)	35.0	35.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>57.0</b>	<b>57.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Automotive & Equipment Mechanic	Fund	2 positions	Fleet Maintenance	\$ 96,844
			<b>TOTAL</b>	<b>\$ 96,844</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Monitor costs associated with a 1997 pilot program to contract out preventative maintenance for fifteen vehicles and charge user departments for the actual costs associated with operating each vehicle.	To determine what data and methodology is required to charge departments for actual costs associated with a specific vehicle under a new Fleet Management system. At the present time, departments are charged average costs by vehicle class which does not give departments an incentive to take good care of the vehicle assigned to their individual department.	Completion of a report analyzing the data collected after one year of monitoring the fifteen vehicles.
2.	Develop written policy standards for when vehicles should be retired.	To identify which vehicles should be retired to avoid major repairs due to high miles and age of equipment.	Identify and prepare a report of vehicles which should be retired for consideration during the 1999 budget development process.
3.	Increase the number of vehicles receiving regular preventative maintenance service.	To reduce County expenditures for major motor vehicle repairs.	A 10% increase in the number of vehicles receiving preventative maintenance service at least three times per year.
4.	Provide training in current automotive technology for all mechanics in 1998.	To ensure that Fleet technicians keep pace with manufacturer's changes to vehicle operating requirements.	100% attendance by all mechanics at training sessions in 1998.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

**BUDGET HIGHLIGHTS**

- In 1998, new and replacement Fleet Equipment is budgeted in Capital Improvements Budget (Org. 1858). The replacement equipment will be utilized primarily by the Parks, Sheriff, and Highway Departments and the DPW-Facilities Management Division. All departments receiving replacement equipment will be required to turn in the used equipment so that the Fleet Division total equipment stock does not exceed 1997 totals.
- Two vacant positions of Automotive and Equipment Mechanic which were unfunded in 1997 are funded for 1998, however, the \$96,844 cost of these positions is entirely offset by a \$99,680 increase, from \$26,506 to \$126,186, in the salary deduction for employee turnover. Moving the positions from the "unfunded" status to the "funded" status gives the department the flexibility to fill these positions and achieve personnel savings from holding other positions vacant if it would be more beneficial to the department's operations.
- The 1997 Adopted Budget included an initiative to have the Department of Administration-Procurement Division work with the Fleet Maintenance Division to develop a Request for Proposals to contract out preventative maintenance services for passenger cars and small trucks purchased in 1997. Since development of the RFP has taken most of 1997, the initiative will be carried over and applied to passenger cars and small trucks purchased in 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

- For 1998, funding for motor vehicle parts and supplies is increased \$95,661 and is comprised of \$1,489,433 in the motor vehicle operation account and \$209,695 in the sundry materials and supplies account for a total of \$1,699,128. As shown in the chart below, \$925,662 of this funding is earmarked for fuel purchases.
- The flexibility to expand, modify and reallocate major maintenance projects and equipment purchases while remaining within the total appropriation is continued in 1998. Quarterly reports shall be submitted to the Transportation and Finance Committees on any changes or substitutions.
- Depreciation charges for Fleet equipment are reduced \$250,000, from \$1,676,316 to \$1,426,316, as a result of less replacement equipment purchases made over the past few years.
- Policy changes adopted by the County in past years have resulted in two major expenditure increases in this budget. These increases include a \$241,578 increase for bond interest, from \$97,796 to \$339,374, resulting from the use of bond funding for fleet vehicle acquisition and a \$61,668 increase, from \$249,058 to \$310,726, for heat provided by WEPCO as a result of the sale of the Power Plant.
- An initiative begun in 1996 to discontinue the practice of allowing departments to purchase County fleet equipment which is declared surplus at the conclusion of its useful life is continued in 1998.

<b>FUEL PRICING AND PURCHASES</b>					
Fuel Purchases make up a major portion of the Fleet Maintenance Budget for Commodities.					
	1994 Actual	1995 Actual	1996 Actual	1997 Budget	1998 Budget
<b>Lead Free - Gallons</b>	635,945	586,757	566,531	489,000	538,000
Price	\$0.79	\$0.86	\$0.95	\$1.05	\$1.01
Purchase	\$502,397	\$504,611	\$538,204	\$513,450	\$543,380
<b>Diesel #2 - Gallons</b>	281,329	251,117	285,143	140,000	318,000
Price	\$0.79	\$0.78	\$0.91	\$1.03	\$0.98
Purchase	\$222,250	\$195,871	\$259,480	\$144,200	\$311,640
<b>Diesel #1 - Gallons</b>	122,660	61,753	55,397	70,000	67,000
Price	\$0.94	\$0.83	\$0.96	\$1.03	\$1.05
Purchase	\$115,300	\$51,255	\$53,181	\$72,100	\$70,350
<b>Natural Gas - Gallons</b>	17	0	400	400	400
Price	\$0.68	\$0.73	\$0.73	\$0.73	\$0.73
Purchase	\$12	\$0	\$292	\$292	\$292
<b>Total Gallons Used Per Year</b>	1,039,951	899,627	907,471	699,400	923,400
<b>Total Fuel Purchased Per Year</b>	\$839,959	\$751,737	\$851,157	\$730,042	\$925,662

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Ambulance (Miles)	1,000	766	1,800	800
Highway Patrol (Miles)	2,100,500	2,108,876	1,972,800	2,105,600
Other Cars (Miles)	1,220,300	1,055,780	994,100	1,063,100
Trucks (Miles)	3,461,600	3,247,899	3,401,400	3,295,000
Motorcycles (Miles)	15,500	19,623	16,900	20,000
Fire Trucks (Miles)	6,500	5,441	5,900	5,500
Other Equipment (Miles)	<u>64,600</u>	<u>64,582</u>	<u>58,000</u>	<u>60,000</u>
Total (Miles)	6,870,000	6,502,967	6,450,900	6,550,000
Repair Orders Written	13,200	12,191	11,300	12,000
Accident Repair Orders	<u>235</u>	<u>221</u>	<u>150</u>	<u>200</u>
Total Repairs	13,435	12,412	11,450	12,200



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM

UNIT NO. 5600

FUND: Enterprise - 830000

## OPERATING AUTHORITY & PURPOSE

Milwaukee Transport Services, Inc., is a private, non-profit corporation which manages and operates the public mass transit service, under contract, for Milwaukee County. The corporation uses facilities which are owned by Milwaukee County. This corporation is assisted by personnel from the Professional Services Division of Milwaukee County, which provides staff for various Transit-related studies, the necessary activities involved in processing State and Federal grant applications, and the acquisition of capital needs.

3. Continue to maximize non-traditional revenue sources (pass programs, public/private partnerships, grants).
4. Work with Milwaukee County residents, business, and elected officials to develop an implementation plan for transit services for the next five years.
5. Continue to focus on maintenance activities to provide clean, well maintained buses.
6. Achieve a system-wide average of 3,200 miles between chargeable road calls.
7. Increase community support for transit services by interacting with citizen and community groups.
8. Update a fleet and facilities maintenance plan.

## OBJECTIVES

1. Continue to work with the County Executive and other elected officials to secure a non-property tax based funding source for transit operations.
2. Continue to work toward the stabilization and growth of transit services in the Milwaukee area.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Services	\$ 391,218	\$ 306,300	\$ 318,220	\$ 11,920
Commodities	456,752	520,000	540,000	20,000
Transit Operations	88,088,382	90,396,688	94,525,701	4,129,013
Other Charges	2,164,009	3,013,533	1,238,950	-1,774,583
Capital Outlay	1,305,422	1,628,590	1,491,350	-137,240
Contractual Crosscharges	1,576,853	1,473,186	1,478,397	5,211
<b>Total Expenditures</b>	<b>\$ 93,982,636</b>	<b>\$ 97,338,297</b>	<b>\$ 99,592,618</b>	<b>\$ 2,254,321</b>
State & Federal Revenue	45,074,167	47,320,460	50,265,394	2,944,934
Other Direct Revenue	199,170	557,500	137,500	-420,000
Transit Revenues	36,057,974	35,843,000	36,479,500	636,500
<b>Total Revenues</b>	<b>\$ 81,331,311</b>	<b>\$ 83,720,960</b>	<b>\$ 86,882,394</b>	<b>\$ 3,161,434</b>
Property Tax Levy	\$ 12,651,325	\$ 13,617,337	\$ 12,710,224	\$ -907,113

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation and IMSD crosscharges in the 1997 budget would increase tax levy by \$597,426 to \$14,214,763. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$490,051, to \$13,200,275, for a tax levy change of \$-1,014,488.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**

**FUND: Enterprise - 830000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Transit Operations	Expenditure	\$ 88,088,382	\$ 90,396,688	\$ 94,525,701	\$ 4,129,013
	Revenue	<u>36,057,974</u>	<u>35,843,000</u>	<u>36,479,500</u>	<u>636,500</u>
	Tax Levy	\$ 52,030,408	\$ 54,553,688	\$ 58,046,201	\$ 3,492,513
Transit Policy and Capital Acquisition	Expenditure	\$ 5,894,254	\$ 6,941,609	\$ 5,066,917	\$ -1,874,692
	Revenue	<u>45,273,337</u>	<u>47,877,960</u>	<u>50,402,894</u>	<u>2,524,934</u>
	Tax Levy	\$ -39,379,083	\$ -40,936,351	\$ -45,335,977	\$ -4,399,626

**DEPARTMENT DESCRIPTION**

The *Transit Operations Program* includes all activities necessary for the efficient, day-to-day management and operation of the Milwaukee County Transit System by Milwaukee Transport Services, Inc., a private nonprofit corporation under contract with Milwaukee County. The corporation consists of a Managing Director and a Deputy Director. The workforce totals approximately 1,435 employees who are assigned to four major divisions: Administration, Finance, Operations and Marketing.

The *Transit Policy and Capital Acquisition* program is staffed by five positions in the Transit Section of the Transportation Division and is responsible for all studies related to Transit planning, and the replacement and acquisition of Transit capital assets. In addition, this program develops and submits grant applications and administers all approved State and Federal grants.

<b>PERFORMANCE BASED BUDGET</b>			
For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The Department will meet the following performance standards and comply with all County rules and regulations that apply to its operation.			
		<i>Objective</i>	<i>Performance Measurement</i>
1.	Maintain and enhance system attractiveness.	To increase ridership by providing well designed services with clean and well maintained equipment.	3.7% increase in ridership from previous year.
2.	To continue innovative partnerships with the business and educational community in Milwaukee County.	To expand Commuter Value Pass program by the end of 1998.	Enroll 2,500 commuters in program by year end.
3.	Minimize graffiti by fitting all buses with replaceable window liners.	To make buses more attractive to contribute to the goal of increasing ridership.	Installation of replaceable window liners from the rear door back in all buses by the end of 1998.
4.	Intensify the employee safety training program for the Maintenance Department.	To decrease Maintenance Department employee injuries.	Decrease Maintenance Department employee injuries by 5% from prior year.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

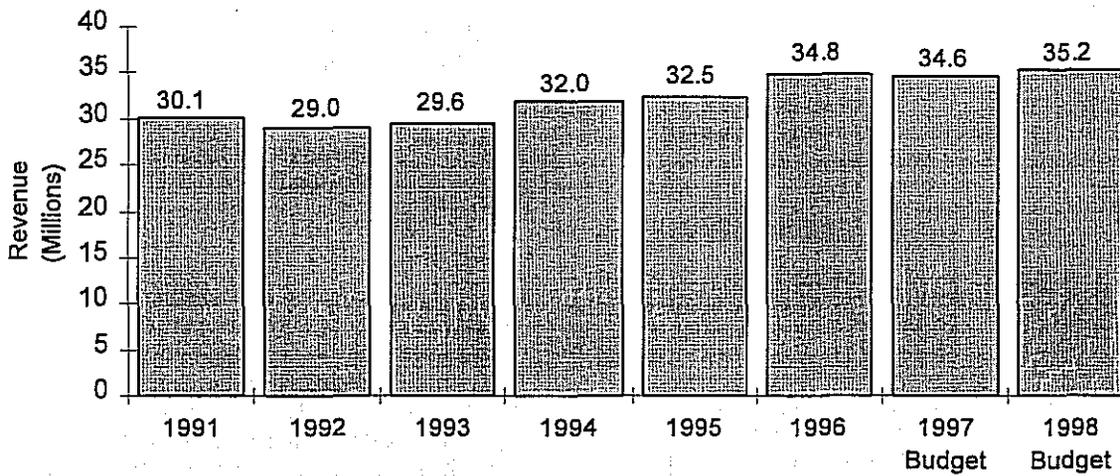
COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM

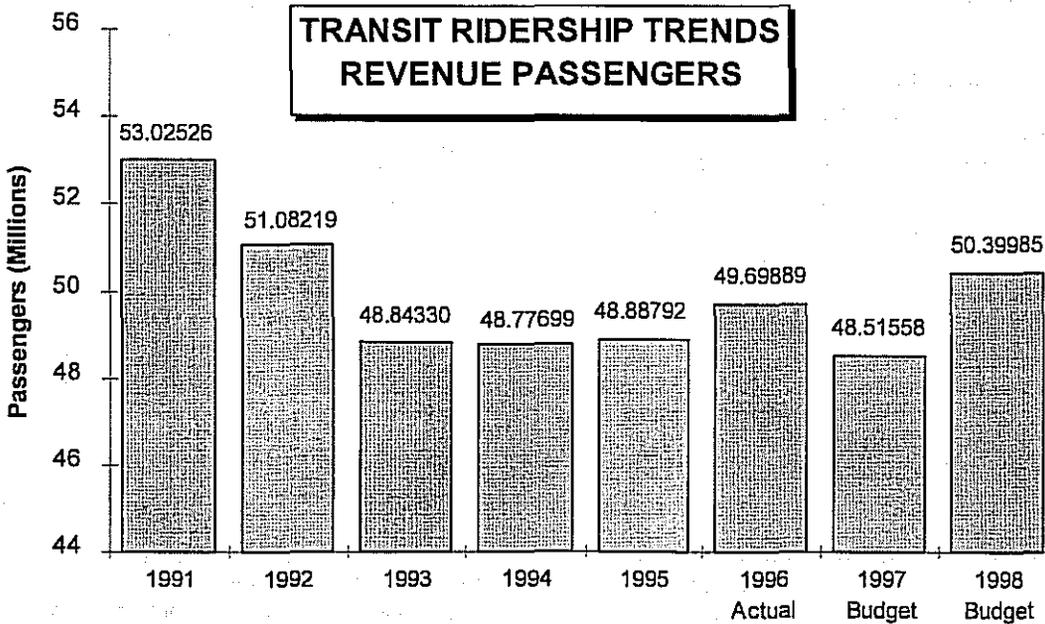
UNIT NO. 5600

FUND: Enterprise - 830000

**TRANSIT PASSENGER REVENUE**



**TRANSIT RIDERSHIP TRENDS  
REVENUE PASSENGERS**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**

**FUND: Enterprise - 830000**

**BUDGET HIGHLIGHTS**

**Transit Operations**

- There are no fare increases budgeted for 1998.
- The 1998 budget includes the following service increases:

Route	Service Increase
Oak Creek Industrial Park Shuttle	New Route
Route 19 (M.L. King - S. 13th St.)	Extension to 10th & Rawson
Franklin Industrial Park Shuttle	New Route
Route 27 (27th St.)	Extension to Wal-Mart
Route 8 (Quad/Graphics - Sussex/Pewaukee)	Continue Service
Route 6 (Quad/Graphics - West Allis/New Berlin)	Continue Service
Route 12 (12th & Wisconsin)	Extension to Brown Deer Rd.
Route 62 (Capitol Drive)	Late Night Weekend Service to 124th St.
Route 102 (West Loop Shuttle)	Late Night Service

- In 1997, approximately 1,079 hours of service were provided to the Downtown trolley loop at a cost of \$65,478. The service was funded by \$52,382 in CMAQ revenue, \$6,519 in farebox revenue and a \$6,577 contribution from the Westown Association. This service is continued in 1998.
- A corporate transit pass program for County employees initiated in 1997 is also continued in 1998. Funding of \$190,000 is included in the Fringe Benefits (Org. 1950) budget.
- Transit Revenue for 1998 is projected to increase \$636,500, from \$35,843,000 to \$36,479,500, due to an increase in ridership and passengers are anticipated to increase by 1,884,269, to 50,399,850, for 1998. Most of the ridership increase is attributable to the implementation of employee pass programs and service increases.

- Employee service costs increase \$4,214,078, from \$77,153,843 to \$81,367,921. This increase is primarily due to wage increases and increases for medical insurance and added services.
- Fuel costs are projected at \$2,806,600, which is a decrease of \$158,189 from 1997 and is based on 4,252,497 gallons of fuel at 66 cents per gallon. The 1997 Adopted Budget of \$2,964,789 was based on 4,592,043 gallons of fuel at 64.56 cents per gallon. The reduction in fuel usage is the result of the acquisition of fuel efficient replacement buses in the past few years.
- Federal operating assistance revenues are decreased by \$1,008,750, from \$1,871,250 to \$862,500 to reflect revenue reductions included in the Federal Budget. It is anticipated that this reduction in operating assistance revenues will be entirely offset by an increase in federal reimbursement for eligible annual vehicle maintenance operating costs. Effective April 1, 1996, the Federal Transit Administration implemented a new policy allowing 20% of total annual vehicle maintenance operating costs to be considered an eligible capital cost. Due to an expansion of the criteria for costs eligible to be reimbursed under this program for 1998, it is anticipated that revenues from this source will be increased by \$1,452,500, from \$2,400,000 in 1997 to \$3,852,500 for 1998.
- Replacement of major bus parts (i.e., transmissions and engines) is decreased \$285,000, from \$515,000 to \$230,000.
- State Mass Transit Operating Assistance revenues increase by \$3,850,974, from \$40,114,340 in 1997 to \$43,965,314. Prior to 1997, this operating assistance was based on a percentage of eligible expenses. In 1997, the State began providing a sum certain appropriation. The amount budgeted for 1998 includes a 9.6% increase over 1997 reflecting actions taken in the State Assembly during deliberation of the State's 1997-1999 Biennium Budget, which actions are anticipated to be included in the final adopted State budget.
- Equipment and Major Maintenance appropriations of \$514,050 include \$100,000 for unprogrammed maintenance, \$35,000 for Downtown Transit Center maintenance, \$25,000 to replace an automatic gate at the Fiebrantz Garage, \$120,000 for fuel system upgrades, \$70,450 for two fork lifts, \$54,900 for a bus shelter cleaning van and a mini van for the maintenance operation, \$31,000 for a postage metering and barcode system, \$14,700 for three smoke eaters for the garages, \$27,000 for a stock picker and \$36,000 for new DP equipment including a notebook computer and a document imaging system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**  
**FUND: Enterprise - 830000**

**Transit Policy and Capital Acquisition**

- Employer Trip Reduction Response routes will be funded in 1998 with no tax levy through grant carryovers, fares and employer contributions.
- Funding for a marketing campaign to promote transit in Southeastern Wisconsin begun in 1996 will not be required in 1998 resulting in a \$1,640,000 reduction in expenditures which is entirely offset by elimination of a \$1,200,000 CMAQ grant and \$440,000 in other

reimbursement revenue. The program will be continued in 1998 with grant funds carried over from previous years.

- Tire leasing costs for Milwaukee County Transit System buses will increase \$20,000, from \$520,000 to \$540,000, in 1998.
- The Transit Services Division is directed to adhere to Administrative Procedures 4.05 and 4.11 where applicable to substitution and reallocation of major maintenance projects and equipment purchases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Buses Assigned	536	553	501	532
Buses Operated	421	421	406	436
Bus Miles	18,640,775	18,804,539	18,643,527	18,923,612
Revenue Passengers	47,925,388	49,698,882	48,515,581	50,399,850
Cost Per Mile	\$ 4.7037	\$ 4.7227	\$ 4.8567	\$ 4.9951
Revenue Per Revenue Passenger	\$ 0.7161	\$ 0.7006	\$ 0.7170	\$ 0.6990
Revenue Per Mile	\$ 1.8786	\$ 1.9175	\$ 1.9225	\$ 1.9277
Farebox Recovery Ratio (Proportion of Operating Cost Paid by Transit Revenue)	39.94%	39.53%	39.59%	38.59%

**BUS FARES**

	<u>1994</u>	<u>1995</u>	<u>1995</u>	<u>1998</u>
		Jan 1- June 30	July 1 - Dec 31	1996 through
Adult Cash	\$1.25	\$1.25	\$ 1.25	\$ 1.35
Adult Weekly Pass	\$9.25	\$9.25	\$10.00	\$10.50
Children Ages 6 to 11	\$ .60	\$ .60	\$ .60	\$ .65
Children Ticket (10)	\$6.00	\$6.00	\$ 6.00	\$ 6.50
Senior Citizens and Handicapped	\$ .60	\$ .60	\$ .60	\$ .65
Senior/Handicapped Ticket (10)	\$6.00	\$6.00	\$ 6.00	\$ 6.50
Students with Permit	\$ .90	\$ .90	\$ .90	\$ 1.00
Students Weekly/Ticket (10)	\$8.50	\$8.50	\$ 8.50	\$ 9.00
Freeway Flyers	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25
Flyers Ticket (10)	\$11.75	\$11.75	\$12.50	\$13.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

**OPERATING AUTHORITY & PURPOSE**

The Administration and Facilities Management Division provides administrative and management support to the divisions within the Department of Public Works as well as quality and cost effective property management, tenant services and maintenance and skilled trades services to the

various private entities and County departments occupying space within the Courthouse and County Grounds Complexes. The department also provides maintenance and skilled trades services to other County Departments.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 8,616,434	\$ 9,472,993	\$ 9,184,553	\$ -288,440
Fringe Benefits	2,538,231	0	0	0
Services	4,957,366	5,953,204	6,183,031	229,827
Commodities	865,088	768,728	791,535	22,807
Other Charges	3,920,464	4,050,054	3,927,536	-122,518
Capital Outlay	537,509	707,520	1,042,800	335,280
Contractual Crosscharges	6,479,295	11,348,921	10,862,442	-486,479
Abatements	-3,914,271	-9,671,144	-9,474,201	196,943
<b>Total Expenditures</b>	<b>\$ 24,000,116</b>	<b>\$ 22,630,276</b>	<b>\$ 22,517,696</b>	<b>\$ -112,580</b>
Other Direct Revenue	9,279,571	4,947,545	5,115,722	168,177
Indirect Revenue	5,594,827	4,321,925	4,250,458	-71,467
<b>Property Tax Levy</b>	<b>\$ 9,125,718</b>	<b>\$ 13,360,806</b>	<b>\$ 13,151,516</b>	<b>\$ -209,290</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges and Courthouse space rental revenue.

\*\* The 1997 and 1998 budgets exclude various crosscharges and Courthouse space rental revenue. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$3,296,735 to \$16,657,541. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,956,552 to \$16,108,068. The addition of \$7,649,695 in Courthouse space rental revenue to 1997 and 1998 results in net tax levy of \$9,007,846 for 1997 and \$8,458,373 for 1998 for a net tax levy change of \$-549,473.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700  
**FUND:** Internal Service - 310000

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b> Actual	<b>1997</b> Budget	<b>1998</b> Budget	<b>1997/1998</b> Change
Director's Office	Expenditure	\$ 757,460	\$ 847,798	\$ 933,543	\$ 85,745
	Abatement	234,299	536,404	535,309	-1,095
	Revenue	<u>511,906</u>	<u>478,792</u>	<u>543,056</u>	<u>64,264</u>
	Tax Levy	\$ 11,255	\$ -167,398	\$ -144,822	\$ 22,576
Maintenance Operations	Expenditure	\$ 19,558,928	\$ 10,409,802	\$ 10,181,636	\$ -228,166
	Abatement	1,737,002	7,959,972	8,078,990	119,018
	Revenue	<u>9,427,526</u>	<u>2,815,207</u>	<u>2,751,293</u>	<u>-63,914</u>
	Tax Levy	\$ 8,394,400	\$ -365,377	\$ -648,647	\$ -283,270
Management Services	Expenditure	\$ 6,864,487	\$ 20,561,714	\$ 20,359,916	\$ -201,798
	Abatement	1,572,091	1,056,387	723,301	-333,086
	Revenue	<u>4,610,870</u>	<u>5,735,181</u>	<u>5,806,282</u>	<u>71,101</u>
	Tax Levy	\$ 681,526	\$ 13,770,146	\$ 13,830,333	\$ 60,187
Disadvantaged Business Development	Expenditure	\$ 777,898	\$ 576,826	\$ 593,602	\$ 16,776
	Abatement	415,265	213,101	213,401	300
	Revenue	<u>324,096</u>	<u>240,290</u>	<u>265,549</u>	<u>25,259</u>
	Tax Levy	\$ 38,537	\$ 123,435	\$ 114,652	\$ -8,783

<b>PERSONNEL SUMMARY</b>				
	<b>1996</b> Actual	<b>1997</b> Budget	<b>1998</b> Budget	<b>1997/1998</b> Change
Position Equivalent	261.1	238.1	234.9	-3.2
Overtime Hours	14,512.9	6,978	6,978	0
Overtime Dollars	\$224,360	\$190,693	\$190,693	\$0

Personal services for the Department of Public Works-Administration and Facilities Management Division have been reduced by \$950,353 to establish a net salary budget that is 89.79% of gross wages. For 1997, this Department had a net salary budget that was 90.34% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997</b> Budget	<b>1998</b> Budget	<b>1997/1998</b> Change
Administrative (A)	16.0	16.0	0.0
Clerical (F)	19.0	19.0	0.0
Paraprofessional (E)	2.0	1.0	-1.0
Professional (B)	10.0	9.0	-1.0
Protective Services (D)	29.0	29.0	0.0
Service/Maintenance (H)	93.0	93.0	0.0
Skilled Craft (G)	70.0	70.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>239.0</b>	<b>237.0</b>	<b>-2.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Sheet Metal Worker	Create	1 position	Maintenance Operations	\$ 48,063
Facilities Planning Analyst	Transfer to Professional Services	1 position	Maintenance Operations	\$ -34,034
Construction Coordinator I	Transfer to Professional Services	1 position	Maintenance Operations	\$ -49,517
			<b>TOTAL</b>	<b>\$ -35,488</b>

**DEPARTMENT DESCRIPTION**

The **Director's Office** is responsible for the management of the Department of Public Works. Administrative functions include establishment and implementation of departmental policy and procedures, personnel administration, accounting and budgeting, and general public information services. For 1998, the management services administrative functions are merged with the Director's office.

The **Maintenance Operations** section is responsible for buildings, grounds and mechanical systems for all facilities under the stewardship of the Administration and Facilities Management Division. Functions include daily custodial and repair services, security, mail services, grounds care and snow removal, provision of centralized electrical, mechanical and engineering services as well as maintenance of the utilities distribution systems.

The **Management Services** section is responsible for property management and lease administration functions for all land and buildings under the stewardship of the Administration and Facilities Division. Functions include management of land and building leases for all Courthouse, Jail, Safety Building, and St. Anthony's tenants. This unit also provides land-use, facilities and space planning and

development services, acts as a liaison between the County and major tenants such as the Regional Medical Center, Research Park and WEPCO and manages the County-operated electrical utility as well as the cost distribution for water and sanitary and storm sewers. This unit is a primary customer of the Maintenance Operations division. For 1998, all accounting, budget and administrative staff and functions are budgeted in the Director's office. This Section reflects only those costs directly related to property management and tenant services.

The **Disadvantaged Business Development** section is responsible for the activities related to promoting successful growth of disadvantaged, minority and women-owned businesses. Specific responsibilities include contract compliance monitoring as well as policy implementation to ensure that County procurement of contractors and suppliers complies with Federal and County DBD requirements, administering revolving loan accounts to provide short-term assistance to qualifying DBD firms, developing various DBD seminars on effective business operations and coordinating the County's efforts in implementation of the Joint Certification Program.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

**PERFORMANCE BASED BUDGET**

In 1997, this Department worked with the Department of Administration to develop a performance based budget. The 1997 budget included appropriations in line item accounts, however, the Department was given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority was granted for the Department to make expenditures from any account series as long as the department did not exceed the tax levy appropriation included in the adopted budget. The Department was required to meet performance standards and to comply with all County rules and regulation. In addition, the department will submit a report to the Finance and Audit Committee on the status of the 1997 initiatives in October 1997. The Department has elected to continue operating under a Performance Based Budget and will meet the following performance measurements for 1998:

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Complete Phase I of a three phase initiative to evaluate internal budgeting and accounting procedures.	To standardize the methodology and coordinate the functions of fiscal reporting, invoicing, processing of payments, receipts and journal vouchers, reconciliations, etc. by providing clear guidelines which facilitate the accounting and budgeting process, recognize the unique needs of individual work units, yet enhances productivity, timeliness and internal controls.	Complete Phase I of three phases which include: I. A complete review of existing policies and practices which identifies strengths and weaknesses. II. Documentation of existing practices/ procedures and development and documentation of policies and procedures which address problem areas. III. Implement policy and procedural changes through training.
2.	Develop a Facilities Planning Work Group to evaluate County-wide space requirements as well as current and anticipated facility vacancies.	In light of changing operational and program requirements for various County entities, determine the best match of existing vacant facilities or soon to be vacant facilities with space requirements of both County and non-County entities. The Work Group would formulate major issues, alternatives, and recommendations for review by the County Executive and County Board.	Completion of a draft report by July 1, 1998.
3.	Reduce use of Time and Material Contractors.	Achieve cost saving by performing work "in-house" thereby avoiding contractor mark-ups.	30% decrease from the 1997 goal of 50% reduction in the use of T & M contractors from 110 in 1996 to 77 in 1998.
4.	Study the programmatic and fiscal impact of consolidating the DBD and JCP functions.	Given that the City of Milwaukee and the Metropolitan Milwaukee Sewerage District have elected to discontinue membership in the Joint Program Management Council through non-payment of equal contributions toward the program's operating cost, a consolidation may allow sharing resources to reduce overall costs and/or create other operating efficiencies.	Completion of a feasibility study which identifies program impacts, cost savings and other efficiencies by March 1, 1998.
5.	Remain within appropriations budgeted in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

UNIT NO. 5700  
FUND: Internal Service - 310000

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- Major Maintenance funding for 1997 includes \$210,050 for Time and Material contracts and \$966,000 for work performed by DPW staff for a total of \$1,176,050. This amount reflects a \$213,200 increase over the 1997 appropriations. The 1998 funding increases appropriations for work to be done by DPW staff from \$562,800 to \$966,000 and reduces work to be performed by Time and Material contracts from \$400,050 to \$210,050. The reduction in funding for Time and Material contracts reflects successful implementation of a 1997 Performance Measurement to reduce the use of Time and Material contracts.
- Utility costs are decreased \$321,908, from \$6,508,832 to \$6,186,924, primarily due to the elimination of \$177,000 of utility costs related to City Campus. The remaining reduction of \$144,908 reflects a \$104,911 decrease in Power Plant electricity and a \$150,000 decrease in electricity from the Wisconsin Electric Power Company partially offset by a \$122,138 increase for heat from WEPCO.
- County-wide expenditures are reduced \$334,000 to reflect the anticipated sale of City Campus. These expenditures include \$177,000 for Utilities, \$4,000 for Major Maintenance and \$153,000 for personnel related costs including fringe benefits.
- An appropriation of \$785,000 is continued for fire services purchased from the City of Wauwatosa.
- For 1998, all accounting, budget and administrative staff and functions formerly budgeted in the Management Services Section of the Department of Public Works Administration and Facilities Management Division are budgeted in the Director's office.

### DIRECTOR'S OFFICE

- Expenditures in the Director's office are increased \$85,745 including \$34,487 for salaries, \$11,000 for management training, \$9,200 for computer software and supplies and \$33,739 for depreciation. The increase in salary costs is primarily due to the consolidation of accounting and budgeting functions in this section.

### MAINTENANCE OPERATIONS

- This division is structured to operate in a manner similar to private contractors as it relates to bidding and competing for time and material construction projects. The budget reflects those costs directly related to daily

operations. Building costs and other indirect costs such as crosscharges and depreciation are included in the Building/Facilities Org. Unit to more accurately reflect the "true" cost of maintenance services.

- One position of Sheet Metal Worker is created to supplement the skilled trades workforce in order to meet normal workload as well as the demand for services by other County departments such as the Airport and the Zoo. The position will help the department provide County-wide skilled trades services whenever possible in continuation of the initiative implemented in the 1996 adopted budget.
- One position of Facilities Planning Analyst and one position of Construction Coordinator I are transferred to the Professional Services Division to staff the Department's new Preventative Maintenance Program.
- In addition to the personnel actions budgeted for 1998, the salary accounts include a reduction of \$50,911 to reflect the anticipated transfer of one Steamfitter (Temperature Control) to the House of Correction during 1997.
- Revenue of \$750,000 budgeted in 1997 to result from the Department of Public Works providing maintenance or construction services for other County departments and private agencies is continued for 1998.
- Funding of \$20,000 is provided for new and replacement equipment including \$7,500 for a portable floor scrubber, \$10,000 for a copy machine and \$2,500 for a tile and grout cleaner.
- All County departments shall give the Department of Public Works first opportunity to submit a bid for the provision of custodial and/or building security services prior to contracting out for such services.

### MANAGEMENT SERVICES

#### Facilities Management

- This unit is structured to operate in a manner similar to a property management firm inasmuch as it acts as custodian and landlord. The budget reflects those costs directly related to property management and tenant services for all Courthouse and county grounds buildings and facilities as well as four utilities.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

UNIT NO. 5700

FUND: Internal Service - 310000

- Major Maintenance and Building Improvement appropriations for 1998 include:

\$	256,000	Courthouse Complex/County Grounds Unanticipated Repairs
	150,000	Courthouse Piping Replacement
	125,000	Electrical wiring and courtroom lighting upgrades
	10,000	Courthouse security improvements
	150,000	Courthouse asbestos removal
	100,000	Miscellaneous Courthouse infrastructure repairs
	10,000	Annual maintenance and repair of Courthouse Annex roof
	<u>75,000</u>	Remodel West Annex building at 851 North 92 <sup>nd</sup> Street
\$	876,000	

## Utility Management

- Heating costs are estimated to increase \$122,138, from \$556,877 to \$679,015, in 1998 based on 1997 actual costs. Rates are increased from the 1997 budget rate of \$10.00 per m/lbs to \$12.1932 per m/lbs which is the rate being charged by WEPCO in 1997. Because the 1997 rate was budgeted before the sale of the Power Plant was finalized, it did not include the full increase in rates resulting from the sale of the plant. The actual rate of \$12.1932 charged in 1997 and budgeted for 1998 reflects a 35% increase over the 1996 actual rate of \$9.014.
- The cost of Power Plant electricity is reduced \$104,911, from \$294,222 to \$189,311, based on actual costs experienced in 1997.
- Appropriations for maintenance of County Ground Utilities include:

\$	10,000	Storm sewer catch basin repairs
	10,000	Miscellaneous repairs on sanitary sewers
	20,000	Repair of pump house controls
	<u>50,000</u>	Miscellaneous repairs to water system
	90,000	

- Funding of \$16,100 is provided for new and replacement equipment including \$7,500 for a Chicago Model Box and Pan Brake to bend and shape sheetmetal, \$3,000 for a sewer machine, \$2,600 for a cut-off machine to cut-to-length bar stock, angle iron and pipe and \$3,000 for three job gang boxes. Job gang boxes are large lockage tool boxes. These boxes are placed at job sites so that tools and small materials can be locked in the box when crews are not working. This avoids theft from job sites and is more efficient because crews report directly to the job site rather than having to first go to a central location to pick up tools and then to the site.

## **DISADVANTAGED BUSINESS DEVELOPMENT**

- The Disadvantaged Business Development (DBD) section is embarking on several initiatives to expand services as well as generate additional revenue. The Division is operating under a "notice to proceed" as the Independent Monitor of MBE/WBE participation on the Miller Park Construction Project and is pursuing a contract with the State Department of Transportation to perform compliance monitoring on a fee for service basis. This budget reflects estimated expenditures and revenue of \$123,000 for the Miller Park Project.

- 1998 Appropriations for the Joint Certification Program reflect expenditures of \$267,109 and revenues of \$265,549, however, the total cost of this program is approximately \$357,597 which includes the expenditures reflected in this budget as well as \$90,488 for the cost of fringe benefits and rent which are centrally budgeted in another Org. Unit. In the past, these costs were offset by the City of Milwaukee, Milwaukee County, the Milwaukee Area Technical College, the Metropolitan Sewerage District and Milwaukee Public Schools, each sharing the cost. For 1998, the City of Milwaukee and the Metropolitan Sewerage District have not elected to participate in this program. Resources formerly expended for those agencies will be diverted to special projects such as the Miller Park Project. The 1998 costs of the program will be funded by \$92,048 from Milwaukee County, \$123,000 from special project funding, \$92,048 and \$10,000 from cost sharing arrangements with the Milwaukee Public Schools and the Milwaukee Area Technical College respectively, \$31,500 from an increase in the amount charged for joint certification fees from \$25 to \$125 per certification, and \$9,001 from other revenue such as copies of transcripts from arbitration hearings.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Work Orders Received	12,000	12,731	18,000	18,000
Time & Materials Orders	495	490	495	520
Roadways-Maint-Snowplow & Salt (miles)	52	48	52	48
Parking Lots-Maint-Snowplow (5,048 spaces)	65	65	61	65
Sidewalks-Maint & Snowplow (miles)	39	39	37	39
Turf Mowed (acres)	600	600	500	600
Equipment Transfers (hours)	10,000	10,000	10,000	10,000
Special Jobs Performed	300	300	300	300
Annual permits for free parking at Interchange Lot	1,100	1,100	1,100	1,100
Annual permits for paid parking in Annex, Safety Building Lots, Medical Examiner & St. Anthony's	375	386	375	386
Keys & Security Cards	2,000	2,000	3,000	3,000



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES**

**UNIT NO. 5900**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Paratransit Services program provides an efficient, convenient mode of transportation for eligible individuals with disabilities at reasonable fares. The program strives to provide service that is comparable to that available through the Transit System to individuals who cannot use the system because of physical, cognitive or sensory impairments. Orientation to transportation mobility training services are available for others who have difficulty using the transit system. These services help individuals gain skills necessary to use the Transit System.

**OBJECTIVES**

1. Improve client service.
2. Achieve full ADA compliance.
3. Reduce service demand by encouraging self-reliance and a shift from paratransit to transit services via mobility training when appropriate.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 448,565	\$ 535,213	\$ 540,530	\$ 5,317
Fringe Benefits	140,275	0	0	0
Services	89,682	184,840	164,540	-20,300
Commodities	14,902	22,400	26,425	4,025
Other Charges	7,145,775	7,924,075	10,431,500	2,507,425
Capital Outlay	23,378	35,650	32,257	-3,393
Contractual Crosscharges	211,494	98,628	119,130	20,502
Abatements	-86,717	0	0	0
<b>Total Expenditures</b>	<b>\$ 7,987,354</b>	<b>\$ 8,800,806</b>	<b>\$ 11,314,382</b>	<b>\$ 2,513,576</b>
State & Federal Revenue	4,865,620	5,137,357	5,582,319	444,962
Other Direct Revenue	1,365,236	1,440,400	1,943,400	503,000
<b>Total Direct Revenue</b>	<b>\$ 6,230,856</b>	<b>\$ 6,577,757</b>	<b>\$ 7,525,719</b>	<b>\$ 947,962</b>
Indirect Revenue	121,424	200,000	200,000	0
<b>Property Tax Levy</b>	<b>\$ 1,635,074</b>	<b>\$ 2,023,049</b>	<b>\$ 3,588,663</b>	<b>\$ 1,565,614</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$209,629 to \$2,232,678. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$188,341 to \$3,777,004 for a tax levy change of \$1,544,326.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	15.7	16.2	16.7	0.5
Overtime Hours	147.0	328	328	0
Overtime Dollars	\$600	\$6,164	\$6,164	\$0

Personal services for Milwaukee County Paratransit Services are budgeted at 100% of gross wages. For 1997, Milwaukee County Paratransit Services had a net salary budget that was 97.07% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY PARATRANSIT SERVICES

**UNIT NO.** 5900

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative (A)	1.0	1.0	0.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	4.0	4.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>16.0</b>	<b>16.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
<b>Job Title/Classification</b>	<b>Action</b>	<b>Number of Positions/Hours</b>	<b>Division</b>	<b>Cost of Positions (excluding fringe benefits)</b>
Student Intern	Abolish	560 Hours	Paratransit	\$ 5,124
			<b>TOTAL</b>	<b>\$ 5,124</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES

UNIT NO. 5900  
FUND: General - 010000

## PERFORMANCE BASED BUDGET

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts; however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Develop new service carrier contracts recognizing market segments dealing with individuals with sensory, cognitive and physical disabilities.	To reduce the number of carriers consistent with County Board File 97-920.	Have new service carrier contracts in place by July 1, 1998.
2.	Complete a study reviewing the eligibility process and determinations of eligibility in relation to ADA regulation.	To review eligibility requirements to insure ADA compliance.	Complete study by October 1, 1998.
3.	Select a brokerage firm as a single point of contact for clients when requesting paratransit service.	To establish a Central Reservation Service System to control reservations and negotiate pick-up times.	Select contractor by December 31, 1998.
4.	Increase distribution of educational materials.	To emphasize client responsibility and promote increased mobility and community independence.	Increase speaking engagements by 30% over previous year.
5.	Establish formal communication lines with the Milwaukee County Transit System.	To keep current of special ride promotions offered by MCTS and to report instances in which Transit usage is discouraged for individuals with disabilities.	Establish quarterly meetings with MCTS representatives.
6.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

## BUDGET HIGHLIGHTS

- On September 6, 1991, the U.S. Department of Transportation Federal Transit Administration (FTA), formerly the Urban Mass Transportation Administration (UMTA), issued final rules for implementation of the Americans With Disabilities Act (ADA) as it pertains to transportation for individuals with disabilities. This regulation requires public entities operating fixed-route systems to provide paratransit service as a complement to the fixed-route service. Affected entities were to obtain FTA approval and begin implementation of a local plan for providing the required complementary paratransit service to disabled persons who, because of the nature of their physical disabilities, are unable to use the fixed-route bus service provided for the general

public. Full compliance with the requirements of the Act was to be accomplished by January, 1997.

On January 16, 1992, the County Board adopted a resolution File No. 91-849 (a)(a) which approved the Paratransit Service Plan for Disabled Persons as prepared by Milwaukee County and the Southeastern Wisconsin Regional Planning Commission. This plan indicated full compliance with the regulations by January, 1993; however, the plan was subsequently updated in 1993, 1994, 1995 and 1997. The updates included changes which delayed the completion dates for a number of items included in the original plan. On January 23, 1997, the County Board adopted resolution File No. 97-67 which authorized the Director of the

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES

UNIT NO. 5900  
FUND: General - 010000

Department of Public Works to request a waiver from meeting the timelines for full compliance with paratransit provisions of the ADA due to an undue financial burden. The waiver requested a three-year time extension, until December 1999, to meet the ADA paratransit requirements.

Milwaukee County was informed by the FTA on June 27, 1997, that a time extension would be granted provided the County enter into a Voluntary Compliance Agreement.

On July 31, 1997, the Director of the Department of Public Works submitted a Voluntary Compliance Agreement to the FTA which outlined the County's commitment to achieving full compliance with the paratransit provision of the ADA. The plan included the five components for a redesigned paratransit system recommended by the County Board under File No. 97-290, adopted July 17, 1997. Major milestones for achieving full compliance, as outlined in the plan, are:

#### April 1, 1998

- Extend service beyond jurisdictional boundaries as required by ADA.
- Implement Ombudsman service in the Office for Persons with Disabilities.
- Issue Request for Proposals for transportation service (carrier contracts).

#### July 1, 1998

- Begin transportation service under new contract.
- Issue Request for Proposals for brokerage of rides through a centralized reservation and scheduling service.

#### October 1, 1998

- Complete a study of the program's eligibility process. The study will verify that the program's eligibility process meets ADA standards.
- Select a broker for centralized reservation and scheduling service.

#### January 1, 1999

- Begin transition of ride requests through broker.

#### April 1, 1999

- All ride requests handled through brokered reservations center.
- Next-day service and one-hour negotiated window available.

#### December 31, 1999

- No capacity constraints.
- Full compliance with ADA.

To ensure the timely and successful implementation of the Compliance Plan, Milwaukee County is required to provide the FTA with quarterly reports on its progress toward achieving the major milestones.

- Paratransit fares will remain at \$2.50 per ride in 1998.
- For 1998, funding for trip subsidy payments is based on an estimated total of 775,000 trips and is increased \$2,007,425, from \$6,486,575 to \$8,494,000. In 1997, transportation vendors were asked to extend their existing contracts into 1998 when the services would be bid out and new contracts would be established based on a new rate structure. Fifteen of the sixteen vendors agreed to the extension. Since competitive bids will be sought for these transportation services, no maximum or minimum rates are established in this budget; however, the appropriation for trip subsidy payments is increased to provide funding for the new trip subsidy rate structure which will result from the bid process as well as the increase in the number of rides to be provided in 1998.

The new trip rate structure will be achieved by having vendors bid on providing transportation services to certain segments of the program's clients. For example, some clients are best served by taxis, some require accessible van services and others may need more assistance than a taxi would provide but less than accessible van service. In addition, clients who go from one location to another at approximately the same time could be served by cost effective group transportation. As a result, it is anticipated that a variety of rates will be paid to vendors, based on the level of service that is provided to clients, i.e., a vendor providing a more difficult or specialized service would be paid a higher rate than a vendor who provides a more generic or, in the use of group transportation, a more cost effective and easier to provide service. A significant increase in funding for trip subsidy payments is provided in order to provide adequate funding to vendors so that vendors are fairly compensated and to assure that a sufficient level of service will be available to users of this vital service.

- At FTA recommendation, an appropriation of \$25,000 is included to fund a study of the program's eligibility process to insure the process meets ADA requirements.
- One position of Student Intern created in 1997 is not required for 1998 and a \$15,000 deduction taken in 1997 for staff vacancies is not continued for 1998.
- Appropriations of \$19,282 are provided to replace the department's current monochrome system for client

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES**

**UNIT NO. 5900**  
**FUND: General - 010000**

identification cards with a high resolution color system. The funding includes \$4,025 for software and \$15,257 for a computer, color printer, video camera with flash and remote capture camera.

- Other equipment funding of \$17,000 will provide the department with one LaserJet printer and 2 pair of 8-port Multitech Multiplexor communication devices.
- State operating assistance is increased from \$4,311,360 in 1997 to \$4,725,251 in 1998. Prior to 1997, State operating assistance was based on reimbursement of a percent of eligible operating expenses. Beginning in 1997, the State elected to provide operating assistance funding based on sum certain grants. The grant for 1998 reflects a 9.6% increase over 1997, reflecting actions taken in the State

Assembly during deliberation of the State's 1997-1999 Biennium Budget, which actions are anticipated to be included in the final adopted State budget.

- Other State and Federal funding includes \$728,042 in State Aid for Specialized Transportation (85.21) funds which reflects a 3% increase over the 1997 budget of \$706,837. \$100,000 in Title XIX reimbursements and \$29,026 in Federal reimbursement on capital purchases. This reimbursement is at a rate of 80% of capital expenditures.
- The Paratransit Services Program is directed to adhere to Administrative Procedures 4.05 and 4.11, where applicable to substitution and reallocation of major maintenance projects and equipment purchases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Van Trips	460,000	408,218	454,250	620,000
Taxi Trips	<u>115,000</u>	<u>125,613</u>	<u>120,750</u>	<u>155,000</u>
Total Trips	575,000	533,831	575,000	775,000
Active Enrollment	15,000	16,864	19,000	20,000

**USER SIDE SUBSIDY ENROLLMENT**

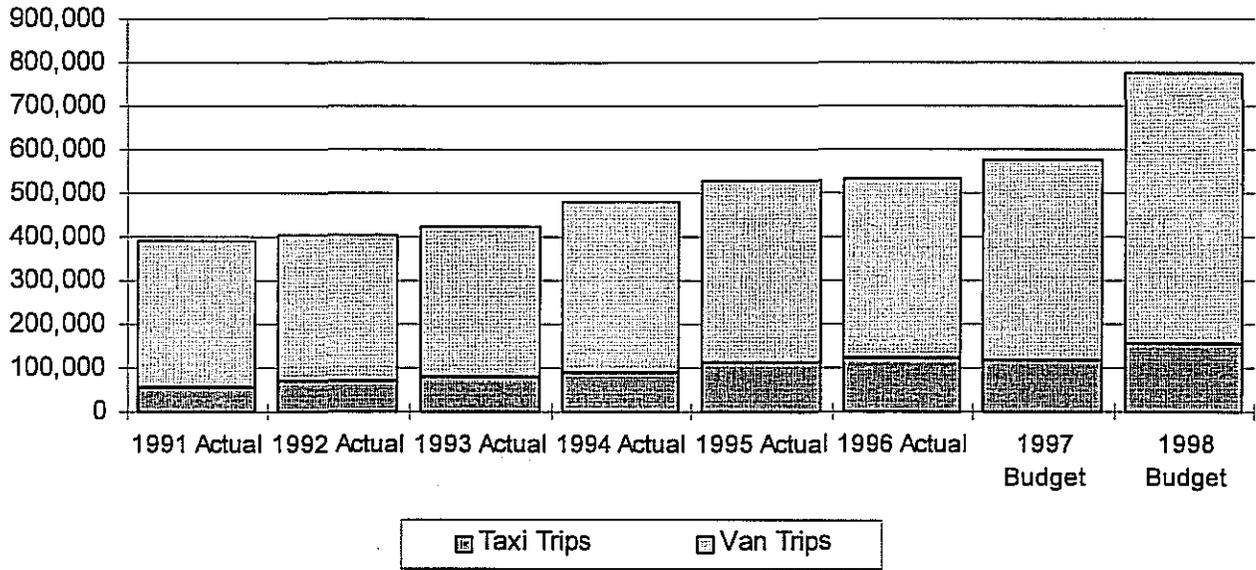
<u>YEAR/TYPE</u>	<u>ENROLLMENT</u>	<u>TAXI TRIPS</u>	<u>VAN TRIPS</u>	<u>ALL TRIPS</u>
1980 Actual	3,670	84,762	56,008	140,770
1981 Actual	4,599	95,143	81,032	176,175
1982 Actual	5,204	99,055	105,189	204,244
1983 Actual	5,567	98,951	147,366	246,317
1984 Actual	6,347	110,484	182,107	292,591
1985 Actual	7,595	155,389	232,432	387,821
1986 Actual	8,483	176,561	270,900	447,461
1987 Actual	7,734	86,679	283,746	370,425
1988 Actual	7,829	69,323	300,000	369,323
1989 Actual	7,452	54,152	313,475	367,627
1990 Actual	7,819	48,391	330,676	379,067
1991 Actual	8,420	58,473	329,744	388,217
1992 Actual	8,678	71,975	334,320	406,295
1993 Actual	10,066	81,591	341,899	423,490
1994 Actual	12,250	91,794	388,591	480,385
1995 Actual	15,178	113,497	416,656	530,153
1996 Actual	16,864	125,613	408,218	533,831
1997 Budget	19,000	120,750	454,250	575,000
	20,000	155,000	620,000	775,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

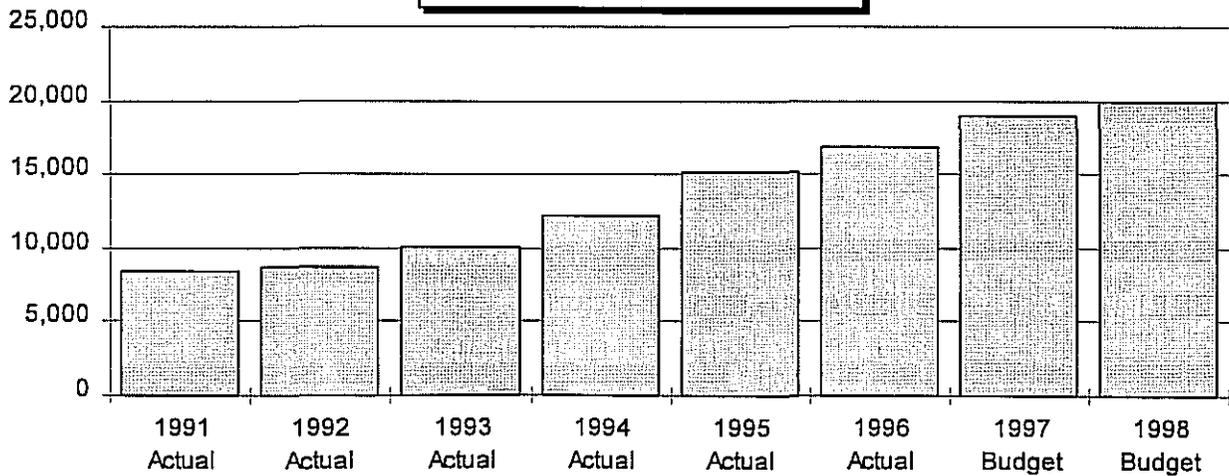
**DEPT:** MILWAUKEE COUNTY PARATRANSIT SERVICES

**UNIT NO.** 5900  
**FUND:** General - 010000

**USER SIDE SUBSIDY  
 ANNUAL TAXI AND VAN TRIPS**



**USER SIDE SUBSIDY  
 PROGRAM REGISTRANTS**



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

## DEPARTMENT OF HUMAN SERVICES/MENTAL HEALTH COMPLEX TAX LEVY OVERVIEW

The tax levy distribution in the Department of Human Services (DHS) and the DHS - Mental Health Division (MHD) is significantly changed for 1998 due to the State assuming administration of Child Welfare in Milwaukee County on January 1, 1998. While the budget presentations for DHS and the MHD appear to show a tax levy increase of \$9,951,838 for the Mental Health Division and a tax levy decrease of \$3,348,306 for DHS, this is not the case. In actuality, the DHS tax levy increases \$7,651,694 and the MHD tax levy decreases by \$1,048,162.

This confusing and complex situation is prompted by the State takeover of Child Welfare. Under the conditions established for the State takeover of Child Welfare, the County is required to contribute all the resources which were allocated to Child Welfare activities using 1995 as the base funding year. The State calculated that, in 1995, the County budgeted \$69.5 million for Child Welfare activities. This expenditure number is composed of three funding sources: \$19.5 million from the State for special earmarked programs, \$30 million from Base Community Aids (these are funds from the State which DHS can use for specific human needs and services) and \$20 million in tax levy in the Youth Services Division.

Starting in 1998, the Youth Services Division is abolished and the Base Community Aids (\$30 million) and earmarked revenues dedicated to Child Welfare programs (\$19.5 million) will be retained by the State. This returns \$49.5 million of the \$69.5 million to the State and leaves only the \$20 million of tax levy funds previously used to support Child Welfare activities. The County does not have a mechanism to transfer tax levy to the State so, in constructing the 1998 budget for DHS and the MHD, DHS concluded that the best way to transfer this \$20 million back to the State was to remove Base Community Aids from other divisions of DHS. For 1997, DHS had five divisions, including the Mental Health Division, but only Adult Services and the Mental Health Division have significant Base Community Aids funding. In order to generate the balance of \$20 million, \$9 million in Base Community Aids were removed from the Adult Services Division and \$11 million in Base Community Aids were removed from the Mental Health Division in DHS' 1998 Requested Budget. (Adjustments have been made to these budgets as part of the Recommended Budget, however, the basic principle of shifting Community Aids within DHS Division budgets is maintained.) Funding for these Divisions was replaced with the same amount of tax levy. The exchange of Base Community Aids for tax levy in Adult Services and in the Mental Health Division does not increase tax levy expenditures in either of these Divisions or in the Department as a whole, however, it does result in the DHS budget appearing to have a tax levy decrease and the Mental Health Division appearing to have a significant tax levy increase. As noted above, this is not the case.

The Recommended Budget for the combined budgets of the Department of Human Services and DHS-Mental Health Division increases tax levy by \$6,603,532 from the 1997 adopted levy. The principle factors that contribute to the tax levy increase are explained below.

The Mental Health Division's budget has an actual tax levy decrease of \$1,048,162. The major changes in the MHD Division that result in this change are:

For 1998, a Day Treatment Team in the Adult Community Services Unit, consisting of six staff positions, is eliminated for a tax levy reduction of \$339,515. Expenditure reductions also include the annualized savings of approximately \$500,000 due to the closure of one 24 bed Acute Adult unit on July 1, 1997. The Commodities budget was reduced by \$100,000 due to savings in the food budget from lower census figures. Pharmaceutical revenues increase by \$235,000 due to adding a nominal mark-up to drugs purchased for non-profit agencies who purchase drugs for their clients from MHD rather than from pharmaceutical distributors.

The factors that contribute to the Department of Human Services \$7,651,694 tax levy increase are as follows:

DHS' requested budget included an increase in juvenile corrections charges of \$5,827,762 for 1998 which was based on an average daily population of 416 juveniles detained in State Juvenile Correctional Institutions (JCI) at \$154.94 per day. This was based on the Legislature's Joint Finance Committee version of the State budget. The Governor's proposed budget contained no increase in Youth Aids and, as calculated by the Legislative Fiscal Bureau, would have resulted in a charge of \$189 per day, or approximately a 40% increase. The Legislature's Joint Finance Committee version of the State budget modified the Governor's proposal but still increased rates for JCIs by an average of 16% over the biennium to \$154.94 per day. The Joint Finance Committee's version of the budget also did not increase Youth Aids, which counties use to pay for the cost of incarcerating juveniles in JCIs and for community correctional programs. The budget proposed by the Assembly does not change the proposed increase in rates for JCIs, but does propose an increased allocation of Youth Aids revenue of \$8.6 million statewide for the biennium. Milwaukee County is projected to receive \$4.2 million of this over the biennium resulting in increased revenue of \$2.1 million in 1998. This increased funding, while an improvement over what the Governor and Joint Finance Committee proposed, does not "fix" the shortfall in funding that the County is experiencing and, by necessity, is funded with tax levy dollars in the 1998 Recommended Budget.

This shortfall is the result of two elements: 1) the increase in rates being charged counties and 2) increases in population that the County has experienced.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

For 1998, the County has projected an increased cost resulting from the rate increase proposed by the Governor, increased by the Joint Finance Committee during its deliberation and maintained by the Assembly during its development of a proposed compromise biennial budget (which was the budget that was being debated at the time of preparation of the County Executive's Recommended Budget). The increased cost as a result of the rate increase to \$154.94 per day is calculated by the DHS and the Department of Administration to be \$2.7 million in 1998. The \$2.1 million of increased funding that is now anticipated to be available from the State will help offset this increase but does not fix the funding shortage. Rather, it still leaves a shortfall of approximately \$600,000 in the 1998 Recommended Budget.

What is left unaddressed in the State Budget is the fact that Milwaukee County's juvenile correctional population confined to State institutions will be an estimated 416 in 1998, up from the budgeted 1997 figure of 361. This increase in the juvenile population has occurred despite significant changes in the juvenile code, including the change relating to 17 year olds and the Serious Juvenile Offender (SJO) Program. Because of these significant changes that were occurring when the 1997 County budget was being prepared, the juvenile population assigned to State institutions was projected at 361. This was done because it was impossible to anticipate the impact of the changes that were occurring at the State level and because it was anticipated that the changes would result in some decline in the County's juvenile population. Unfortunately, this has not occurred. The 1996 average daily population from Milwaukee County was 454 and has declined to 416 year to date in 1997. As a result, the 1998 Recommended Budget anticipates a juvenile population confined to State institutions of 416, an increase of 55 over the 1997 Adopted Budget of 361. This increase results in an increased cost to the County of just over \$3.1 million. No funding is provided or proposed to be provided in any portion of the State budget that is being discussed to address this shortfall.

Other changes that contribute to the tax levy increase in the DHS Budget are as follows:

W2 will have a net tax levy cost to Milwaukee County of \$329,989 for 1998. The County negotiated with the State to recover the greatest amount of its costs for providing Food Stamp, Day Care and Title 19 eligibility determination services to the W2 agencies and for non-W2 clients. The State was reluctant to pay for all departmental and County-wide overhead costs which were reimbursed under the prior system. The County was eventually able to negotiate reimbursement for all direct position costs plus 30% for indirect costs. Indirect costs include clerical support, indirect supervisory staff, space rental, supplies and County overhead. The County Board authorized this level of tax levy support for W2 when they approved File No. 97-32(a)(h) at their June 19, 1997 meeting. Also in the Financial Assistance Division, the tax levy cost for indigent

burials increases \$111,504 from the current year budget based on experience.

DHS anticipates that it will have a total of approximately 67,000 square feet of vacant space in leased buildings at 28th and Highland, Schlitz Park and the Hills Building due to the State takeover of Child Welfare and Welfare Reform. In addition, the County owned building at 12th and Vliet will have 56,000 square feet of unoccupied space. The total tax levy cost of vacant space is \$1,238,190. DHS staff is working with the Real Estate Section of Economic Development to find customers to sublet portions of this space, however, it is somewhat uncertain when Child Welfare and W2 staff will be moving out of these buildings. A total of \$300,000 in rental revenue for this vacant space has been included in the Recommended Budget.

DHS's requested budget included a \$1 million reduction in revenue received from the State after the final accounting is completed for services provided to the County in the prior year. Based on five years of experience, \$4 million in revenue was included in the 1997 Adopted Budget. When the accounts were settled for 1996, the County received a much smaller amount in 1997 than in previous years. The 1998 Recommended Budget includes the requested amount of \$3 million in reconciliation revenue.

Revenue in the Financial Assistance Division is reduced by \$1,384,109 for 1998 due to abolishing approximately 100 positions due to Welfare Reform and a reduction in the cost of employee fringe benefits. The position abolishments result in a reduction in revenue of approximately \$713,837 which would have been received in 1998 if Welfare Reform had not been implemented. The reduced cost of employee fringe benefits increases tax levy in DHS by \$670,272. The tax levy increase in the DHS Budget is significantly offset by a decrease in tax levy in the County-wide fringe benefit budget.

The new Division of Delinquency and Court Services has added costs of \$209,133 for two new positions of Division Administrator and Program Coordinator (Post Dispositional Programs), as well as funds to develop program outcome standards. Expenditures increase \$108,888 in the Detention Center to add one position of Registered Nurse 1 to provide nursing coverage on first and second shift seven days a week and to increase appropriations for psychological evaluations for juveniles held at the Detention Center.

A Day Care Enforcement Unit is created at a tax levy cost of \$201,972 to ensure that Family Day Care Providers comply with Day Care regulations. This Unit will have a staff of five Day Care Enforcement Specialists and one Day Care Enforcement Supervisor who will make unannounced visits to Family Day Care Providers to check the number of children in attendance against the number of children enrolled in the Day Care Program. The Day Care Enforcement Specialists will report any irregularities to Day Care Program Managers.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: D.H.S. - MENTAL HEALTH DIVISION

UNIT NO. 6800

FUND: Enterprise - 770000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Sections 46.03(1), 46.21, 51.08, 51.35, 51.42 and 51.437 of the Wisconsin Statutes, the Milwaukee County Department of Human Services-Mental Health Division provides care and treatment to developmentally, emotionally and mentally ill adults, children and adolescents through contracts with community agencies, outpatient care, day treatment services, and inpatient care. Services include intensive short-term treatment as well as extended care of persons with serious mental illness. Acute hospital admissions are initiated by voluntary application or through legal detention methods such as court commitment. The Adult Inpatient Services Branch and the Child and Adolescent Branch require Title-XIX certification and Joint Commission on Accreditation of Hospitals Organizations (JCAHO) accreditation to capture Title-XIX and other third-party reimbursement. The extended care portions of this agency require Federal certification as a Skilled Nursing Facility and Facility for the Developmentally Disabled, allowing for State reimbursement. Day treatment is offered to patients who have progressed to the state where inpatient hospitalization is no longer indicated but who require more intensive treatment than is available in an outpatient facility. The Community Services Branch provides services through contract or at community clinics. Programs are managed by the Mental Health Division Administrator under the jurisdiction of the Director of the Department of Human Services, the Combined Community Services Board, the County Executive and the Milwaukee County Board of Supervisors.

## MISSION STATEMENT

The mission of the Milwaukee County Department of Human Services - Mental Health Division (MHD) is to provide a comprehensive continuum of quality mental health and AODA services for the citizens of Milwaukee County.

This is accomplished by:

- Providing a full range of mental health and AODA services that are directed toward the diagnosis and treatment of mental illness, substance abuse, and mental illness/developmental disabilities as a biopsychosocial disease. Services are rendered in a manner that is least restrictive, emphasizes continuity of care, and is empathic to patients and their families.

- Coordinating services with the activities of other public, voluntary and private providers, consumer and advocate organizations, and educational institutions.
- Being a leader in mental health care known for its excellence in research, professional and community education, and mental health delivery systems.

## VISION STATEMENT

The vision of the mental health system serving the people of Milwaukee County is that the citizenry function at optimal levels of physical and mental health, and that individuals who have mental illness are full and equal members of the community. As such, the system shall provide individuals who have mental illness the support and means to pursue success in the ways they choose to live, learn, love, work and play.

## OBJECTIVES

To improve the mental health delivery system by:

1. Closing the Adult Transitional Living Center (ATLC), alternatively, developing other community-based services for this population.
2. Redesigning the MHD Day Treatment Program into a more efficient/cost effective service.
3. Expanding the service capacity at the MHD downtown and south side Community Support Program (CSP) sites.
4. Continuing to develop a master plan for the Facility for the Developmentally Disabled (FDD), considering declining census.
5. Continuing the implementation of the Mental Health Management Information System.
6. Expanding the Wraparound Milwaukee Program, which will operate the Safety Services Program for the State Division of Children and Family Services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: D.H.S. - MENTAL HEALTH DIVISION**

**UNIT NO. 6800**

**FUND: Enterprise - 770000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997 Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 47,794,927	\$ 47,795,251	\$ 47,418,480	\$ -376,771
Fringe Benefits	13,481,732	0	0	0
Services	5,872,693	7,533,738	7,237,685	-296,053
Commodities	6,887,529	6,947,378	8,612,209	1,664,831
Other Charges	17,109,145	30,261,519	45,880,451	15,618,932
Capital Outlay	444,251	334,400	491,220	156,820
Contractual Crosscharges	8,843,575	5,388,945	5,123,948	-264,997
Abatements	-109	-2,424	-2,424	0
<b>Total Expenditures</b>	<b>\$ 100,433,743</b>	<b>\$ 98,258,807</b>	<b>\$ 114,761,569</b>	<b>\$ 16,502,762</b>
State & Federal Revenue	32,657,997	33,099,007	42,222,220	9,123,213
Other Revenue	43,559,587	54,193,859	51,621,570	-2,572,289
<b>Total Revenue</b>	<b>\$ 76,217,584</b>	<b>\$ 87,292,866</b>	<b>\$ 93,843,790</b>	<b>\$ 6,550,924</b>
<b>Property Tax Levy</b>	<b>\$ 24,216,159</b>	<b>\$ 10,965,941</b>	<b>\$ 20,917,779</b>	<b>\$ 9,951,838</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$14,590,069 to \$25,556,010. Inclusion of these costs plus the cost of Mail Room Services in the 1998 Budget would increase tax levy \$15,327,877, to \$36,245,656, for a tax levy change of \$10,689,646.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: D.H.S. - MENTAL HEALTH DIVISION**

**UNIT NO. 6800**

**FUND: Enterprise - 770000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Management/	Expenditure	\$ 35,301,275	\$ 29,808,570	\$ 30,981,830	\$ 1,173,260
Support Services	Interest & Depreciation	1,127,406	1,150,385	1,102,117	-48,268
	Cost Allocation	-31,260,186	-25,493,647	-24,808,107	685,540
	Revenue	<u>4,041,089</u>	<u>4,314,923</u>	<u>6,173,723</u>	<u>1,858,800</u>
	Tax Levy	\$ 1,127,406	\$ 1,150,385	\$ 1,102,117	\$ -48,268
Rehabilitation	Expenditure	\$ 11,834,649	\$ 9,392,407	\$ 9,606,312	\$ 213,905
Centers/Nursing	Cost Allocation	8,521,071	6,634,132	7,129,888	495,756
Facility	Revenue	<u>10,146,005</u>	<u>9,363,722</u>	<u>9,131,158</u>	<u>-232,564</u>
Services	Tax Levy	\$ 10,209,715	\$ 6,662,817	\$ 7,605,042	\$ 942,225
Acute Adult	Expenditure	\$ 15,392,388	\$ 11,219,020	\$ 10,920,959	\$ -298,061
Inpatient	Cost Allocation	10,657,138	8,167,753	7,282,288	-885,465
Services	Revenue	17,540,383	14,817,959	15,279,943	461,984
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-2,450,000</u> *	<u>-2,450,000</u>
	Tax Levy	\$ 8,509,143	\$ 4,568,814	\$ 5,373,304	\$ 804,490
Adult	Expenditure	\$ 19,661,185	\$ 24,013,925	\$ 22,743,483	\$ -1,270,442
Community	Cost Allocation	4,197,371	4,630,323	4,207,369	-422,954
Services	Revenue	20,334,024	25,045,344	24,733,734	-311,610
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-3,774,342</u> *	<u>-3,774,342</u>
	Tax Levy	\$ 3,524,532	\$ 3,598,904	\$ 5,991,460	\$ 2,392,556
Child and	Expenditure	\$ 10,392,902	\$ 19,927,717	\$ 35,890,746	\$ 15,963,029
Adolescent	Cost Allocation	3,846,764	3,516,687	3,438,322	-78,365
Services	Revenue	13,364,253	27,399,772	43,135,874	15,736,102
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-1,345,000</u> *	<u>-1,345,000</u>
	Tax Levy	\$ 875,413	\$ -3,955,368	\$ -2,461,806	\$ 1,493,562
Adult	Expenditure	\$ 6,723,936	\$ 2,746,783	\$ 3,516,122	\$ 769,339
Crisis	Cost Allocation	4,037,842	2,544,752	2,750,240	205,488
Services	Revenue	10,791,828	6,351,146	6,389,358	38,212
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-3,430,658</u> *	<u>-3,430,658</u>
	Tax levy	\$ -30,050	\$ -1,059,611	\$ 3,307,662	\$ 4,367,273

\* Reflects reduction of \$11,000,000 in State Community Aids funding offset by an \$11,000,000 increase in County Tax Levy support, which is transferred from the Youth Services budget as a result of the State takeover of the Milwaukee County Child Welfare Program. The net tax levy increase in the MHD Budget is \$9,951,838 due to reductions made in departmental personnel and programs.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** D.H.S. - MENTAL HEALTH DIVISION

**UNIT NO.** 6800

**FUND:** Enterprise - 770000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	1,305.6	1,192.1	1,176.2	-15.9
Overtime Hours	185,718.0	146,356	135,199	-11,157
Overtime Dollars	\$3,208,513	\$3,289,369	\$2,304,715	\$-984,654

Department of Human Services-Mental Health Division personal services have been reduced by \$5,943,920 to establish a net salary budget that is 87.94% of gross wages. For 1997, the Department of Human Services-Mental Health Division had a net salary budget that was 86.74% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled position on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	45.0	45.0	0.0
Clerical (F)	178.0	181.0	3.0
Paraprofessional (E)	262.0	262.0	0.0
Professional (B)	565.0	570.0	5.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	167.0	163.0	-4.0
Skilled Craft (G)	1.0	1.0	0.0
Technical (C)	69.0	69.0	0.0
<b>TOTAL</b>	<b>1,287.0</b>	<b>1,291.0</b>	<b>4.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding Fringe Benefits)
Community Service Nurse	Create	2 positions	Community Svcs	\$ 89,874
Clerk Typist II	Create	3 positions	CATC Wraparound	\$ 74,217
Safety Services Coordinator	Create	2 positions	CATC Wraparound	\$ 95,508
Planning Analyst	Transfer	1 position	CATC Wraparound	\$ 39,168
Placement Resources Manager	Transfer	1 position	CATC Wraparound	\$ 57,643
Hospital Maintenance Worker	Transfer	3 positions	Support Services	\$ -93,435
Chef II	Abolish	1 position	Support Services	\$ -38,262
			<b>TOTAL</b>	<b>\$224,713</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

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## GENERAL SUMMARY

The Department of Human Services - Mental Health Division budget is presented in a programmatic format based on five major programs or service areas:

- Management/Support Section
- Adult Inpatient Services Branch
  - Acute Adult Inpatient Services and Rehabilitation Centers/Nursing Facility Services
- Adult Community Services Branch
- Child & Adolescent Services Branch
- Adult Crisis Services Branch

Under this format, program costs consist of both direct expenditures and allocated costs which are attributable to the operation of the program. All costs not directly offset by revenue in the Management/Support Sections are distributed to the other four program areas. The allocated or indirect costs are distributed to the program areas using a step-down methodology that operates under Medicare Cost Reporting principles. Those principles involve the use of statistical parameters that represent measures to allocate costs based on resources consumed by a program. For example, the number of patients served, space, number of staff, etc. are parameters.

Revenues for each program consist of both charges directly associated with the provision of services to patients and other operating revenues that are not directly related to patient services.

## BUDGET OVERVIEW

### Adult Transitional Living Center (ATLC) Closure

As of January 1, 1998, the ATLC program will be closed and an alternative case management and supportive housing services program will be developed for this population. For Calendar Year 1998, the State will no longer allow State IMD Relocation funds to be allocated to the ATLC. Closing the ATLC is in accordance with the Five Year Master Plan for the Public Sector Mental Health System for adults in Milwaukee County.

### Mental Health Information Network

The project objectives for 1998 include completing the implementation of the automated billing system, chart location replacement and trust replacement.

### Wraparound Milwaukee Project

The Children's Mental Health Project or "Wraparound Milwaukee", incorporates three major components: Mobile Urgent Treatment Team, Case Management Program, and Therapeutic Case Management Team. The existing Wraparound Program is designed to provide an array of community services to serve as an alternative to residential

treatment placement or to reduce the length of such placements. Wraparound Milwaukee blends funds from the State and County, from Medicaid and the Children's Mental Health Grant to operate a specialized type of HMO or Public Managed Care entity.

Wraparound Milwaukee in 1998 will also operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety Services are provided and purchased services intended to keep families intact and children safe, and to build the in-home supports and community linkages to help strengthen families so they will not be received into the Protective Service System again.

### Expansion of Community Based Service

In accordance with the Mental Health Master Plan, the MHD will develop an additional 90 Community Support Program (CSP) slots. The program expansion, which includes intensive case management service, will be provided by Milwaukee County operated CSP's.

### Tax Levy Increase

The increase in the MHD 1998 tax levy of \$9,951,838 is due to a reduction of \$11 million in Community Aids funding. The reduction in Community Aids funding is the result of the State's takeover of Milwaukee County's Child Welfare program. The tax levy increase in MHD is offset by a decrease in DHS Youth Services Division. Tax levy increases by \$9,951,838, not by the full \$11 million because additional reductions could be made due to the full-year savings from the closing of an Adult Acute Unit, the abolishment of vacant positions, and increased Pharmaceutical revenues.

## ADULT INPATIENT SERVICES BRANCH REHABILITATION CENTERS/NURSING FACILITY SERVICES

### Program Description

Rehabilitation Center/Nursing Facility services are licensed Rehabilitation Centers that provide long-term, non-acute care to patients who are chronically mentally ill, developmentally disabled or both.

The Rehabilitation Center-Central is a 96-bed unit, Title XIX certified, skilled-care licensed nursing home. The facility consists of three units which serve geriatric, as well as young, physically aggressive persons with serious mental illness. The primary source of admission to the program is the Mental Health Division Acute Adult Hospital. The facility is one of the few long-term care settings in Southeastern

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Wisconsin which provides locked-unit settings for extremely aggressive persons with serious mental illness. The facility operates as an Institute for the Mentally Diseased (IMD).

The Rehabilitation Center-Hilltop is a 120-bed Title XIX certified facility licensed as a Facility for the Developmentally Disabled (FDD). The facility provides programs and an environment specially designed for residents with a primary diagnosis of developmental disability and secondary psychiatric diagnoses. The majority of the facility's residents are referred from the DHS-Mental Health Division Acute Adult Hospital.

## BUDGET HIGHLIGHTS

- Revenues for the Rehabilitation Centers reflect a decrease of \$224,467 as a result of a decrease in census at Rehab Center-Hilltop from 112 in 1997 to 107 in 1998. The 1998 budgeted census is based on Rehab Center-Hilltop's average daily census of January 1, 1997 through May 31, 1997. Because of the decreased census, seven full-time equivalent positions, currently vacant, will not be filled, resulting in an expenditure decrease of \$210,624 and a net tax levy increase of \$13,843.
- Expenditures increase \$112,897 due to the transfer of funding for a psychiatrist position from the Community Services Branch, to more accurately reflect current staff assignments, resulting in no MHD tax levy change.

## ADULT INPATIENT SERVICES BRANCH ACUTE ADULT SERVICES

### Program Description

Adult hospital inpatient services are composed of specialized programs that include Geropsychiatry and Acute Adult.

The DHS-MHD Geropsychiatry Units, staffed with multi-disciplinary specialists, provide a comprehensive system of diagnosis and treatment to Milwaukee's elderly who have mental disorders. Linking a range of personal, family, community and institutional resources that integrate medical, mental health and social services, this multi-faceted team of geropsychiatrists, geropsychiatric nurses and social workers coordinate community and institutional resources to maintain the individual in the community wherever possible.

The Acute Adult units provide inpatient care to individuals over age 18 who require secure short-term or occasionally extended hospitalization. Psychiatry, psychology, social service and rehab therapy provide assessment and treatment designed to return the patient to his own community as rapidly as possible.

## BUDGET HIGHLIGHTS

- In accordance with the Five Year Master Plan for the Public Sector Mental Health System for Adults in Milwaukee County, and as a result of a decrease in the number of admissions of elderly patients to the geropsychiatry inpatient units, MHD closed a 24 bed unit on July 1, 1997. The 1998 budget reflects an annualized expenditure reduction related to the closure of the 24 bed unit of \$605,031 and a revenue reduction of \$164,188, resulting in a net tax levy reduction of \$440,843.
- Overall patient service revenues increase as the result of shorter average length-of-stay trends, which result in enhanced discharge-based revenues (DRG's).

## ADULT COMMUNITY SERVICES BRANCH

The DHS - Mental Health Division Adult Community Services Branch is composed of three programs for the medical and non-medical care of consumers in the community. These program areas are: Risk Reduction Services, Wellness Rehabilitation Services, and Pre-Crisis Services. The services provided in these program areas include both those directly provided by Milwaukee County and those purchased from community agencies. Services are designed to provide for a single mental health delivery system that reduces institutional admission, utilization and capacity through enhanced community service options. The Community Services Branch is dedicated to providing all services in the least restrictive and therapeutically appropriate and cost effective setting.

Risk Reduction Services include activities targeted to promoting mental health and preventing problems within the community at-large, rather than providing treatment or services to individuals already experiencing a defined disability or illness. These programs are primarily related to wellness education and public mental health education, information and referral.

The Wellness/Rehab Services Section provides a wide array of community services which are intended to meet the treatment needs of individuals with mental illness who are living in a community setting. Some of the services and programs include the Service Access to the Independent Living Unit which is a centralized intake assessment program for persons who need long-term community support. Some of the long-term community programs include Community Residential, Targeted Case Management and State-certified Community Support Programs. In addition, other services include medical and non-medical day treatment, sheltered work and community employment, outpatient treatment and representative payee programs. Other supportive services include subsidized permanent housing for homeless mentally ill, Safe Haven housing for homeless persons and benefit advocacy services. The Mental Health Division also provides psycho-social rehabilitation services through drop-in centers and club house programs.

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The intent of Pre-Crisis Service is to provide intensive interventions to address mental illness issues before they become more serious, requiring more costly care and treatment. Services include crisis intervention, assessment, consultation, referral, temporary housing and assistance in meeting basic needs. These services are provided to the community, and more specifically, to homeless persons with mental illness and to mentally ill persons involved in the criminal justice system. The Forensic Psychiatry Center, as part of Pre-Crisis Services, offers court consultation, evaluation of psychiatric status in individuals charged with criminal acts, evaluation of civil commitment proceedings and consultation concerning jurisprudence and public policy information.

Funding for programs within the Adult Community Services Branch consists primarily of State community aids, mental health block grants and Community Option Program funds.

## BUDGET HIGHLIGHTS

- Since 1994, the Mental Health Division has used IMD Relocation dollars to fund the Adult Transitional Living Center. In 1997, the allocation for this program is \$871,795. For calendar year 1998, the State will no longer allow IMD Relocation funds to be allocated to the ATLC. As a result, the ATLC will be closed and MHD will use this funding to develop an alternative Case Management and Supportive Housing Services program for this population. To this end, MHD will expand its County-operated Downtown and Southside Community Support Program by 90 slots and will enhance staffing in its assessment and targeted case management teams.

Closure of the ATLC reduces expenditures by \$601,177, including funding for 16 FTE positions. The CSP and other expansion increases expenditures by \$632,473, including funding for 12.75 FTE positions. Revenue remains the same and is also used to fund fringe benefits that are no longer included in departmental budgets, and an allocation for indirect costs. The expenditure differential of \$31,296 will be covered by IMD funds that are presently unallocated, resulting in no tax levy change.

Most positions required for the CSP and other expansion are already authorized, but are either currently funded in other MHD programs or are not budgeted in 1997. However, because nursing duties required by this program are somewhat different than those of most other MHD nursing staff, a separate classification is used, and MHD presently does not have staffing in other areas to use for this purpose. Therefore the following personnel actions are authorized:

Create 2 Community Service Nurse

Two new positions of Community Service Nurse are created a 1998 cost of \$89,874 to join multidisciplinary teams providing services to patients with serious mental illness in the community.

- The redesigning of the Day Treatment Program results in the elimination of one day treatment team, reducing expenditures by \$339,515, including funding for six FTE positions, and accordingly resulting in a \$339,515 tax levy decrease. Patient service revenues remain unchanged. Although the program will continue to serve the same number of clients, the number of hours of service will be reduced to coincide more closely with the amount of hours authorized by the Medicaid program.

The six positions being eliminated from the Day Treatment program will be reassigned to fill the new IMD funded positions in CSP and Targeted Case Management.

- Six positions that are budgeted in specific Community Services programs in 1997 are combined into an administrative organizational unit and allocated to the various programs. This reorganization reduces direct expenditures in the Community Services Branch by \$408,792 and increases expenditures in the Management/Support sections accordingly, resulting in no MHD tax levy change.
- MHD has made several accounting and programmatic changes in its charging of pharmaceutical costs in recent years. Estimates for these expenses and related revenue are determined in total, with little attention to programmatic distribution. The MHD-wide drug expenditures increase \$1,736,534 and revenue increase \$1,971,300 for 1998. Although no major programmatic changes have occurred, the current accounting and organizational assumptions result in a decrease in expenditures and tax levy in this branch from 1997 of \$362,781.
- Personnel expenditures and tax levy decrease \$52,274 as a result of not filling a position of Psychiatric Social Services Supervisor, whose functional duty is to manage the Metro North Community Clinic. Management duties for the clinic are assumed by the Assistant Hospital Administrator I.
- Expenditures decrease \$112,897 due to the transfer of funding for a psychiatrist position to the Rehabilitation Centers to more accurately reflect current staff assignments, resulting in no MHD tax levy change.

## ADULT CRISIS SERVICES BRANCH

The DHS Mental Health Division Adult Crisis Services Branch is composed of two programs which assist

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individuals when their situation has escalated to the point that they need immediate intervention to assess the problem and develop mechanisms for resolution. The two programs are the Crisis Response/Stabilization Services and Psychiatric Crisis Services. Crisis Response and Stabilization Services are provided as short-term intervention designed to divert the need for more intensive care and treatment. Psychiatric Crisis Service (PCS) is a direct service resource for anyone in Milwaukee County who may be experiencing a psychiatric crisis. Services are also available to persons involved with an emotionally upset individual. PCS offers walk-in services and a walk-in clinic operating in association with PCS. These services are provided by a multi-disciplinary team of mental health professionals.

## BUDGET HIGHLIGHTS

- The 1998 Budget continues to use IMD Relocation funds to fund mobile crisis teams which provide outreach - oriented crisis response and resolution services for individuals in community settings. Teams intervene in emergency situations to help divert the situation from becoming one which might result in involuntary commitment.
- Expenditures increase for staff psychiatry time in 1998 by \$191,688 or the equivalent of 1.7 positions. Funding for Medical Officer of the Day Services provided by the Medical College of Wisconsin Residents is reduced by \$217,326, or the equivalent of 2.3 positions, resulting in a net expenditure and tax levy reduction of \$25,638. The use of staff psychiatry services will ensure quality, increase continuity, and provide a higher level of patient care in the emergency room.

Because the Medical Officer of the Day Services are allocated between a few different program areas, the cost reduction is not reflected in the direct costs of the Crisis Branch, but in the Management/Support section instead. The increase for staff time, however, is reflected in the Crisis Branch.

- As is the case with the Community Services Branch, a change in the accounting for pharmaceutical expenditures results in an increase of \$576,691 from 1997 to 1998 in the Adult Crisis Services Branch.

## CHILD AND ADOLESCENT SERVICES BRANCH

### Program Description

The Child and Adolescent Services Branch functions as both a provider of services through operating a 60 bed inpatient program, day treatment program and outpatient program and as purchaser and manager of the System of Care for SED children and their families through its Wraparound Milwaukee Program.

Wraparound Milwaukee in 1998 will also operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety Services are provided and purchased services intended to keep families intact and children safe, and to build the in-home supports and community linkages to help strengthen families so they will not be received into the Protective Service System again.

Safety Service managers utilize such services as parenting skills, household management, chore services, substance abuse and mental health treatment and in-home observation and therapy.

The existing Wraparound Program is designed to provide an array of community services to serve as an alternative to residential treatment placement or to reduce the length of such placements. Wraparound Milwaukee blends funds from the State and County, from Medicaid and the Children's Mental Health Grant to operate a specialized type of HMO or Public Managed Care entity.

### Services in that Program include:

The Mobile Urgent Treatment Team, operated from CATC, provides crisis intervention services to children at risk of removal from their home and screens all potential inpatient admissions to CATC.

The Case Management Program provides comprehensive mental health services to severely emotionally disturbed youth who are either at risk of residential treatment placement or can be returned home from a residential treatment center with the availability of a "wraparound service plan". This program utilizes a managed care approach in the delivery of services including a comprehensive network of provider agencies providing in-home, day treatment, mentors, respite, crisis, transportation, and other services.

The Therapeutic Case Management Team is operated from CATC and combines case management and intensive in-home treatment of 32 severely emotionally disturbed children and their families.

During 1997, Wraparound Milwaukee was successful in helping to reduce the average daily residential treatment census from 350 to 250 while serving more children in the system at less cost than the County would have had to pay had these children been in residential care.

The shift to a community-based service system for children has also been reflected in services. Through a collaboration effort with Milwaukee Public Schools, CATC/MPS continues to provide a school based Day Treatment Program at Douglas Academy. MPS provides at least five teachers and three aides and CATC provides a clinical team of social workers, nurses, occupational therapists, psychologists and

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: D.H.S. - MENTAL HEALTH DIVISION

UNIT NO. 6800

FUND: Enterprise - 770000

psychiatrists. This does not result in an expansion of CATC staff, but by consolidating all staff within one site, the program can increase in size to serve 35-40 severely emotionally disturbed children.

While the utilization of inpatient services has declined with the emphasis on community-based care through the Wraparound Program, there is still a significant need for short-term inpatient psychiatric care for children and adolescents. With the closure of DePaul and Greenbriar and downsizing in other facilities, there are fewer inpatient facilities for children and adolescents. CATC remains the largest such provider, and the only facility that can accept emergency detentions and perform the inpatient and outpatient screenings for children in the Children's Court system.

In 1998, the three shelter care units operated by New Beginnings and the Plank Road School will relocate to CATC. An appropriation of \$141,500 is included in the Management/Support Division for remodeling CATC to meet required State codes. The relocation is planned to occur in July, 1998 so that the school year will not be interrupted. CATC has three vacant units to accommodate up to 72 youth. Plank Road and CATC school, both operated by the Wauwatosa School District, will then be housed in the same building.

## BUDGET HIGHLIGHTS

- The 1998 budget for the Wraparound Program includes an additional \$15,610,554 in State funding. \$6,145,669 of these funds will be used to provide and purchase services for 500 severely emotionally disturbed children referred from the Children's Court System. \$9,464,885 of the additional funds will be used by the Wraparound Program to operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety services are provided and purchased services intended to keep families intact and children safe and to build up the in-home supports and community linkages to help strengthen families so they will not be received to the Protective Service System again.
- To operate the Safety Service Program, several new positions are created in addition to two position transfers from the Department of Human Services:

Create 3 Clerk Typist 2  
Create 2 Safety Services Site Coordinator  
Transfer 1 Planning Analyst  
Transfer 1 Placement Resources Manager

Three positions of Clerk Typist 2 are created at a 1998 cost of \$74,217 Program and two positions of Safety Services Site Coordinator are created at a 1998 cost of \$95,508 to provide clerical and administrative oversight

for the two Safety Service Regions administered by Milwaukee County. One Planning Analyst and one Placement Resources Manager are transferred from DHS Youth Services at a combined cost of \$96,811 to assist in the management of Safety Services.

## MANAGEMENT/SUPPORT SECTION

### Program Description

The Management/Support/Evaluation Section includes costs associated with the overall operation of the Mental Health Division. These include General & Administrative, Fiscal, Patient Accounts & Admissions, Management Information Systems, Personnel, Maintenance, Security, Medical Records, Library, Pharmacy, Quality Assurance and Utilization Review, Dietary, Housekeeping, Linen, Stores, Clinical Administration, Medical Officer of the Day, and Professional Education. Expenditures are allocated to the Rehabilitation Centers/Nursing Facility, Adult Inpatient, Adult Community, Adult Crisis, and Child and Adolescent programs according to Medicare and Medicaid cost allocation methodologies reflective of services consumed by the programs.

## BUDGET HIGHLIGHTS

- Six positions that are budgeted in specific Community Services programs in 1997 are combined into an administrative organizational unit, increasing General and Administrative Services expenditures \$408,792 and reducing direct Community Services Branch expenditures accordingly, resulting in no MHD tax levy change.
- The clearance of a backlog in billing has allowed for a reduction and reassignment of clerical support in the Pharmacy Department. One Clerk Typist 2 position is transferred to the Community Services Branch where it will be funded by IMD relocation dollars as part of the Community Support Program expansion. This action results in a tax levy reduction of \$24,301.
- Due to the projected completion of the Phase II implementation of the CMHC/MIS, the Mental Health Division requires decreased consulting time from Arthur Andersen Consulting, thus reducing expenditures and tax levy \$85,000.
- The following positions are transferred from MHD to the Department of Human Services:

3 Hospital Maintenance Worker

The Hospital Maintenance Worker positions assigned to the Children's Court Center have been under the management of the Mental Health Maintenance Department. The Department of Human Services requests that they assume administrative responsibility

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** D.H.S. - MENTAL HEALTH DIVISION

**UNIT NO.** 6800

**FUND:** Enterprise - 770000

for these positions. This action reduces expenditures \$93,436 and revenue from crosscharge from DHS by \$105,113, for a net tax levy increase of \$11,677.

Safety and Security. The duties for this position will be assumed by the MHD Environmental and Engineering Department and MHD Deputy Administrator.

- Expenditures for drugs that are reimbursable from third party providers increase \$1,313,806, offset by increased revenues of \$1,971,300, for a net tax levy decrease of \$657,494. As noted in the budget highlights for the Community Services and Crisis Services Branches, drug expenditures for the total Mental Health Division increase significantly in 1998, due to accounting changes, as well as price and usage increases. The MHD-wide drug expenditure increase is \$1,736,534, the revenue increase is \$1,971,300, for a net tax levy reduction of \$234,766.
- Abolish 1 Chef 2  
  
One position of Chef 2 is abolished for a 1998 savings of \$38,262. This position is abolished due to a reassignment of duties in the Dietary Department which increases efficiencies in the preparation of patient meals.
- Personnel expenditures and tax levy decrease \$49,877 as a result of eliminating the position of Director of

- Expenditures for Medical Officer of the Day Services are reduced \$217,326. As explained in the Adult Crisis Services Branch section, staff psychiatry positions partly offset this cost reduction. The net expenditure and tax levy reduction for the Mental Health Division is \$25,638.
- Expenditures for food decrease \$100,000 due to the closure of the ATLC and one Acute Adult unit.
- The Psychology Department has reduced the number of internships from 7 to 5 resulting in a net tax levy savings of \$43,868.
- An appropriation of \$141,500 is included in this Division to renovate CATC School and two residential wings of CATC in order to relocate Plank Road School and the temporary shelter facilities located north of Watertown Plank Road. These funds will be used to equip entrances with appropriate lock systems and fire protection to meet DOC code for juvenile facilities.

**EXPENDABLE TRUST ACCOUNTS**

The following, for informational purposes, are expendable trust accounts which may be utilized only for purposes which are legally mandated or where a formal trust relationship exists. The expenditures from these

organizational units are limited to the purpose specifically designated by the donor. These trusts are not included as part of the MHD operating budget.

<u>Org. Unit</u>	<u>Description of Expendable Trust</u>	<u>Estimated Balances as of 12/31/96</u>				
0701	MHC - Research Fund  Referred to as the Frieda Brunn Mental Health Research Fund, this fund was created in 1970 for the purpose of supporting mental health research. Expenditure recommendations from this fund are made by the Research Committee at MHD.	\$304,000				
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><u>Expenditure</u></td> <td style="text-align: right;"><u>Revenue</u></td> </tr> <tr> <td style="text-align: left;">\$25,000</td> <td style="text-align: right;">\$25,000</td> </tr> </table>	<u>Expenditure</u>	<u>Revenue</u>	\$25,000	\$25,000	
<u>Expenditure</u>	<u>Revenue</u>					
\$25,000	\$25,000					
0702	MHC - Patient Activities and Special Events  This fund is comprised of various trusts which stipulate the expenditures should be made to provide for special patient activities and fund special events.	\$138,000				
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><u>Expenditure</u></td> <td style="text-align: right;"><u>Revenue</u></td> </tr> <tr> <td style="text-align: left;">\$10,100</td> <td style="text-align: right;">\$10,100</td> </tr> </table>	<u>Expenditure</u>	<u>Revenue</u>	\$10,100	\$10,100	
<u>Expenditure</u>	<u>Revenue</u>					
\$10,100	\$10,100					

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** JOHN L. DOYNE HOSPITAL TRANSITION

**UNIT NO.** 7100

**FUND:** Enterprise - 710000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 46.21 of the Wisconsin State Statutes, the John L. Doyne Hospital (Doyne Hospital) operates as a separate enterprise fund of Milwaukee County.

Doyne Hospital, formerly located at 8700 West Wisconsin Avenue, provided inpatient, outpatient and emergency patient care services as well as educational and research opportunities as prescribed by the Mission Statement adopted by the Milwaukee County Board of Supervisors on May 17, 1990. Doyne Hospital was fully accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and served as a major teaching hospital in the Milwaukee metropolitan area and was a

member of the Milwaukee Regional Medical Center. In September, 1995, the County Board of Supervisors adopted resolution 94-801(a)(e) authorizing the closure of John L. Doyne Hospital (JLDH) and the sale and lease of its assets to Froedtert Memorial Lutheran Hospital, in December, 1995. In 1996, a JLDH Transition Team budget was created to reflect the costs associated with closure of the hospital including the liquidation of assets not sold, the preparation of fiscal reports for 1995 and activities related to the sale of the property. The 1998 budget continues these activities with emphasis on the collection of accounts receivable.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 2,234,436	\$ 175,547	\$ 176,468	\$ 921
Fringe Benefits	323,336	0	0	0
Services	1,650,255	232,385	503,288	270,903
Commodities	5,911	2,000	2,000	0
Other Charges	-341,653	0	0	0
Capital Outlay	0	0	0	0
Contractual Crosscharges	343,173	6,144	6,144	0
Abatements	0	-66,824	-92,862	-26,038
<b>Total Expenditures</b>	<b>\$ 4,215,458</b>	<b>\$ 349,252</b>	<b>\$ 595,038</b>	<b>\$ 245,786</b>
Net Patient Revenue	0	0	0	0
Non-Patient Revenue	6,363,542	428,058	887,916	459,858
<b>Total Revenues</b>	<b>\$ 6,363,542</b>	<b>\$ 428,058</b>	<b>\$ 887,916</b>	<b>\$ 459,858</b>
<b>Property Tax Levy</b>	<b>\$ -2,148,084</b>	<b>\$ -78,806</b>	<b>\$ -292,878</b>	<b>\$ -214,072</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$78,806 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$87,916 to \$-204,962 for a tax levy change of \$-204,962.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	2.0	2.0	2.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** JOHN L. DOYNE HOSPITAL TRANSITION

**UNIT NO.** 7100

**FUND:** Enterprise - 710000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- In accordance with County Board Resolution 94-801(a)(e), John L. Doyne Hospital (JLDH) terminated operations December 31, 1995. The 1998 budget for JLDH reflects the continuing costs associated with closure of the hospital including the collection of accounts receivable and the preparation of fiscal reports for 1997. The continuation of the JLDH Transition Team beyond the end of 1997 is necessary due to 1) the large number of patient accounts remaining to collect; 2) delays in completing the investigation of the credit balance accounts; 3) the account inquires by patients and other parties being higher than anticipated; 4) an on-going need to research patient records for the collection agencies; 5) continued discussion regarding the closure with Medicare and Medicaid regarding the final cost report for 1995; and 6) expansion of the tax intercept program with the State Department of Revenue (WDOR) for collection of outstanding patient accounts.
- In accordance with Generally Accepted Accounting Principals (GAAP), all costs associated with sale and closing of John L. Doyne Hospital were booked in the year in which the decision to liquidate the asset occurs. Continuing costs for the JLDH transition team for 1998 are offset from two sources: 1) by revenues from a reserve fund established as part of the 1995 County operating budget and 2) revenues collected through the tax intercept program with the WDOR.
- In 1997, the Transition Team became a participant in the Wisconsin Department of Revenue (WDOR) Tax Intercept Program for Counties and Municipalities. Section 71.935 of the Wisconsin Statutes permits the WDOR to set off taxpayer refunds and other refundable credits against certain county or municipality debts. In March, 1997, the Transition Team referred approximately 9,000 accounts, approximately half of the JLDH patient accounts, to the WDOR Program and intends to refer the remaining accounts during 1997. The 1998 budget includes \$400,000 in projected revenues to Milwaukee County net of WDOR administrative fees and collection agency commissions.
- The 1998 budget continues the operation of the JLDH patient accounts receivable staff. The following positions associated with fiscal services and administrative services are retained as personnel in Org. Unit 7100 to function on the Transition Team and will be responsible for patient accounts receivable and closure of JLDH's financial records. The cost associated with these positions accounts for \$178,768

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: JOHN L. DOYNE HOSPITAL TRANSITION

UNIT NO. 7100

FUND: Enterprise - 710000

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of 1998 expenditures. An additional amount of \$165,970 is budgeted for short-term contractual services.

- 1 Chief Operating Officer
- 1 Director of Patient Business Services

- The contractual services account includes an estimated \$300,000 payment to Froedtert Memorial Lutheran Hospital for payment of parking fees collected under the land lease agreement with Milwaukee County. This payment is completely offset with \$300,000 of parking revenues for no tax levy impact to Milwaukee County. The agreement requires Milwaukee County to distribute all parking revenues collected for purposes of repair and maintenance of the parking lots.
- Administrative oversight for the JLDH Transition Team will continue to be provided by the Director of the

Department of Administration. The Chief Operating Officer for JLDH will be administratively responsible for all operations of the transition team. In addition, the Chief Operating Officer will also be responsible for the Firms Replacement/Year 2000 Transition Capital budget (ABACUS Project). A crosscharge of \$92,862 to the capital budget is included for 90% of the cost of the Chief Operating Officer position.

- The Chief Operating Officer of the JLDH Transition Team has the ability to administratively adjust the expenditures of the Transition Team with Department of Administration review and approval as long as those adjustments do not exceed the overall expenditure appropriation for the Transition Team. The Department of Administration will process any necessary fund transfers for the Transition Team.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY BOARD**

**UNIT NO.1000**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The nature, composition, powers, duties and responsibilities of County Boards are delineated in Chapter 59, Wisconsin Statutes, pursuant to Article IV, Sections 22 and 23 of the State Constitution. Each county in the State is a body corporate empowered to sue and be sued; to acquire and

hold, lease or rent property; to enter into leases and to make contracts. The power of the County can only be exercised by the County Board or pursuant to a resolution or ordinance adopted by it. The general powers of the Board are set down in Section 59.51 of the Wisconsin Statutes.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 2,636,691	\$ 2,821,039	\$ 2,852,930	\$ 31,891
Fringe Benefits	787,296	0	0	0
Services	191,354	219,905	173,650	-46,255
Commodities	64,101	66,476	88,296	21,820
Other Charges	903	1,500	3,000	1,500
Capital Outlay	11,140	13,800	26,400	12,600
Contractual Crosscharges	423,046	34,279	25,919	-8,360
Abatements	-287,283	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,827,248</b>	<b>\$ 3,156,999</b>	<b>\$ 3,170,195</b>	<b>\$ 13,196</b>
State & Federal Revenue	28,278	19,900	14,450	-5,450
Other Direct Revenue	5	0	0	0
<b>Property Tax Levy</b>	<b>\$ 3,798,965</b>	<b>\$ 3,137,099</b>	<b>\$ 3,155,745</b>	<b>\$ 18,646</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$921,508 to \$4,058,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$875,235 to \$4,030,980 for a tax levy change of \$-27,627.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	68.8	70.2	70.0	-0.2
Overtime Hours	882	0	0	0
Overtime Dollars	\$12	\$0	\$0	\$0

Personal services for the County Board have been reduced by \$259,894 to establish a net salary budget that is 91.07% of gross wages. For 1997, the County Board had a net salary budget that was 91.23% of gross wages.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY BOARD

UNIT NO.1000

FUND: General - 010000

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Constituent Services provides support to twenty-five supervisors in difficult constituent complaint issues involving contact with state and local authorities.

## Research and Committee Services

Research and Committee Services is under the supervision of the Research Director.

Research Services duties include specialized research analyses and studies for specific standing committees, subcommittees and other special committees of the County Board and preparation of resolutions, ordinances and fiscal notes. They are involved annually in the review, analysis and development of recommendations for the Finance Committee and the County Board on County-wide departmental operations and capital budget requests as presented in the Executive Budget.

Committee Services provides committee meeting support essential to the operation of the County Board. Their primary responsibility is to enter, in appropriate files kept for that purpose, a complete record of all committee meetings,

including attendance, appearances for and against pending matters, and to record and prepare minutes of meetings, including all motions made and by whom, how each member voted upon each matter considered, together with a final action by a committee.

## BUDGET HIGHLIGHTS

- Two of six previously vacant Administrative Intern positions are budgeted for 1998, with the \$40,218 increased cost more than offset by savings of \$49,282 from an additional vacancy in Research Services.
- Savings from ending a network lease are offset by increased new and replacement data processing equipment including a communication file server and eight replacement personal computers.
- Revenues are reduced by \$5,450 to more accurately reflect State human services reimbursement for constituent services.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF AUDIT

UNIT NO. 1001  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.47 of the Wisconsin Statutes and Chapter 57 of the Milwaukee County Ordinances, the Department of Audit is responsible for post auditing the fiscal concerns of Milwaukee County. The term audit is used to describe not only work done in examining financial statements, but also work done in reviewing internal accounting and administrative controls, compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The department's audits are performed in accordance with Government Audit Standards. In addition, the department monitors contracts with vendors of goods and services for compliance with equal opportunity and affirmative action requirements. The department annually contracts for an audit of the financial statements of Milwaukee County and the Single Audit of Federal and State grants required by Federal OMB Circular A-128 and State Single Audit Guidelines. The staff also reconciles the County's checking accounts. In addition, the department maintains a Hotline to receive information from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.

audits, reviews and focused projects and evaluates requests from law enforcement agencies and other departments. Types of audits include performance/operational, program results and compliance/ internal control reviews.

2. Monitor the status of previously issued audit reports to determine if recommendations have been implemented or alternative solutions have corrected issues cited.
3. Conduct 50 on-site agency reviews to verify compliance with Equal Employment Opportunity and Affirmative Action requirements; reconcile on a monthly basis all of the County Treasurer's bank accounts and other accounts as authorized by the Finance Committee; and operate a Hotline to receive and investigate complaints from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.
4. Develop input, output, outcome and efficiency measures to be used to evaluate various aspects of departmental performance to the extent permitted by budget constraints.
5. Research and utilize data from other local government audit departments who have begun to implement performance measurement systems.

## OBJECTIVES

1. Perform audits, reviews and focused projects as initiated by or referred to the Finance and Audit Committee. The Department of Audit also initiates

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 1,249,744	\$ 1,309,360	\$ 1,239,838	\$ -69,522
Fringe Benefits	388,591	0	0	0
Services	257,113	246,107	259,857	13,750
Commodities	12,659	17,555	16,000	-1,555
Capital Outlay	0	0	10,000	10,000
Contractual Crosscharges	96,423	11,691	11,482	-209
Abatements	-94,645	-24,600	-25,300	-700
<b>Total Expenditures</b>	<b>\$ 1,909,885</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>
Direct Revenue	67	0	0	0
<b>Property Tax Levy</b>	<b>\$ 1,909,818</b>	<b>\$ 1,560,113</b>	<b>\$ 1,511,877</b>	<b>\$ -48,236</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$390,109 to \$1,950,222. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$346,035 to \$1,857,912 for a tax levy change of \$-92,310.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	25.9	24.8	23.3	-1.5
Overtime Hours	584.4	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Department of Audit have been reduced by \$233,586 to establish a net salary budget that is 83.15% of gross wages. For 1997, the Department of Audit had a net salary budget that was 86.64% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	16.0	16.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF AUDIT

**UNIT NO.** 1001

**FUND:** General - 010000

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The Department will meet the following performance standards and comply with all County rules and regulations that apply to its operation.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Strive to expand audit services by becoming more efficient rather than increasing positions.	Increase the efficiency of audit operations.	The Audit Department will strive to reduce the average number of staff hours required to complete a project in 1998 by 5%, freeing resources to expand audit coverage by an additional 5%.
2.	Establish measures and benchmarks to increase departmental impact on County operations.	Increase the effectiveness of audit operations.	<p>The Audit Department will establish as a minimum goal a ratio of estimated cost savings/revenue enhancements from audit recommendations to total project costs of 2:1. (Estimated cost savings/revenue enhancements will be conservative, with all assumptions clearly documented.)</p> <p>The Audit Department will include in its annual workload, based on an assessment of risk and exposure, audit coverage of programs accounting for a minimum of 20% of the 1998 property tax levy.</p> <p>The Audit Department will strive to increase by 5% the number of recommendations implemented by management.</p>
3.	Increase the efficiency of the bank reconciliation function.	Decrease the number of unreconciled items on bank accounts under its purview.	The Audit Department will establish a goal of communicating to departments all unreconciled items on the bank accounts under its purview within 60 working days of the last bank statement and assisting the departments in resolving the outstanding items.
4.	Reduce the number of vendors not in compliance with Affirmative Action/Equal Employment Opportunity requirements.	Increase the effectiveness of the Affirmative Action/Equal Employment Opportunity compliance function.	The Audit Department will establish as a goal a reduction of 5% in the number of vendors in non-compliance with AA/EEO requirements.
5.	Increase departmental efficiency in resolving Hotline cases.	Increase the efficiency of the Audit Hotline operation.	The Audit Department will establish as a goal resolving 75% of all Hotline cases within 90 working days of receiving an allegation.

**BUDGET HIGHLIGHTS**

- Personal Services have been adjusted to reflect salary increases and employee increments. These increases have been more than offset by an additional two position vacancies.
- Professional Services increase of \$12,231 is related to a scheduled peer review during 1998, contract expertise and resources for a special audit review.
- Replacement Data Processing Equipment of \$10,000 is provided to purchase four 486 desktop computers.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF AUDIT

UNIT NO. 1001  
 FUND: General - 010000

ACTIVITY AND STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Person-Hours Available (net of paid time off)	42,061	42,377	41,086	38,599
<u>Allocation of Available Hours</u>				
Financial/Internal Control Reviews	7,300	2,291	7,300	6,800
Economy & Efficiency/Program Results Audits	14,811	13,770	14,386	13,449
EDP Projects	1,900	1,449	1,700	1,700
Special Projects/Hotline	4,000	9,835	4,000	4,000
Bank Reconciliation	2,950	3,184	2,950	2,950
Contract Compliance	1,700	1,709	1,700	1,700
Administration	7,050	8,647	7,050	6,500
Other Indirect Time	<u>2,350</u>	<u>1,492</u>	<u>2,000</u>	<u>1,500</u>
Total	42,061	42,377	41,086	38,599
<u>Contract Compliance Activities</u>				
Desk Audits of Affirmative Action Plans	300	324	300	300
Pre-Bid/On-Site Construction Reviews	220	246	230	230
Equal Employment Opportunity Certificates Processed	275	249	280	280
<u>Bank Reconciliation Section Activities</u>				
Accounts Reconciled	582	613	584	588

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.031 of the Wisconsin Statutes and Section 23-A of Article IV of the Wisconsin Constitution, the County Executive has the following duties and responsibilities:

Coordinate and direct all administrative and management functions of the County government; appoint department

heads; appoint members of boards and commissions, subject to County Board confirmation; submit annually a recommended County budget to the County Board; communicate to the County Board the condition of the County or other matters requiring their attention; and approve or veto all resolutions or ordinances enacted by the County Board.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 726,708	\$ 797,101	\$ 781,742	\$ -15,359
Fringe Benefits	183,383	0	0	0
Services	32,249	38,409	36,800	-1,609
Commodities	7,566	19,589	14,789	-4,800
Other Charges	1,757	2,000	2,000	0
Contractual Crosscharges	144,156	23,638	22,019	-1,619
Abatements	-102,481	0	0	0
<b>Total Expenditures</b>	<b>\$ 993,338</b>	<b>\$ 880,737</b>	<b>\$ 857,350</b>	<b>\$ -23,387</b>
<b>Total Direct Revenue</b>	<b>\$ 14,837</b>	<b>\$ 20,550</b>	<b>\$ 15,000</b>	<b>\$ 5,550</b>
<b>Property Tax Levy</b>	<b>\$ 978,501</b>	<b>\$ 860,187</b>	<b>\$ 842,350</b>	<b>\$ -17,837</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$264,072 to \$1,124,259. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$349,758, to \$1,192,108, for a tax levy change of \$67,849.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	16.6	13.7	13.3	-0.4
Overtime Hours	0	40	40	0
Overtime Dollars	\$0	\$480	\$480	\$0

Personal services for the County Executive - General Office have been reduced by \$38,614 to establish a net salary budget that is 95.00% of gross wages. For 1997, the County Executive - General Office had a net salary budget that was 97.97% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - GENERAL OFFICE

**UNIT NO.** 1011

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION</b> (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Due to fiscal constraints and based on prior year experience, Postage is reduced \$3,000, Printing and Stationery is reduced \$2,050, and Computer Software is reduced \$4,000.
- Repair and Maintenance-Office Equipment is increased \$3,700, from \$1,000 to \$4,700, to provide for a maintenance contract for a copy machine purchased during 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

UNIT NO. 1018

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Milwaukee County Commission for Handicapped and Disabled Persons was established March 21, 1978, under Chapter 73 of the General Ordinances of Milwaukee County, to "promote the independence of Milwaukee County's handicapped and disabled persons." As part of this charge, the Commission is empowered, by s.73.09, to:

"advise the County Board of Supervisors of the needs of handicapped and disabled persons within Milwaukee County and the status of existing services designed to meet those needs, and shall recommend any new programs or services required to meet such needs"

The Office for Persons with Disabilities provides the staff to assist the Commission in carrying out its mission. Services provided include but are not limited to: increasing access to Milwaukee County systems; overseeing the implementation and compliance with the Americans with Disabilities Act (ADA) (Public Law 101-336); implementing the Disabled Expanded Certification Appointment (DECA) program, a voluntary affirmative action program for hiring of qualified persons with disabilities; providing interpreter services for hearing impaired citizens; overseeing Milwaukee County's Building Accessibility Program; producing a bi-monthly Handi-NEWS & NOTES publication and a monthly ADA UPDATE publication; operating an employer's resource center; and providing individual assistance designed toward mainstreaming as many of Milwaukee County's citizens with disabilities as possible into every facet of Milwaukee County's functioning.

## OBJECTIVES

1. To be the fixed point of Milwaukee County's effort to comply with the requirements of the Americans with Disabilities Act (ADA) (Public Law 101-336) legislation.
2. To continue to coordinate, monitor and direct Milwaukee County's handicapped compliance efforts as Milwaukee County continues to make its facilities, programs and employment accessible to disabled citizens, especially in light of the recently passed Americans with Disabilities Act legislation.
3. To continue to implement Milwaukee County's Disabled Expanded Certification Appointment (DECA) program which allows disabled persons to be certified to appointing authorities for a trial work period within Civil Service positions in lieu of examination.
4. To continue to provide a fixed point of referral and access services for sensory impaired citizens within Milwaukee County through the provision of certified interpreters.
5. To work with private sector groups to create initiatives that will expand opportunities for disabled persons (i.e., various festivals and Milwaukee's City of Festivals and Circus Parades, private sector employers from industrial, service, hospitality, and retail sectors).
6. To continue to monitor Milwaukee County's Building Accessibility Program, as well as accessibility to other buildings within the Milwaukee metropolitan area.
7. To reinstate the Worksite Accessibility Program which provides resources for reasonable accommodations to Milwaukee County department worksites. These accommodations will be provided on a case-by-case basis to disabled Civil Service employees.
8. To increase the use of volunteers in the Office for Persons with Disabilities to include retired professionals in areas of personnel, marketing, and public relations who will assist with the work of the commission.
9. To continue to seek private sector funding for the publication of Handi-NEWS & NOTES, the Telecommunication Device for Deaf Directory and other publications of the Office for Persons with Disabilities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 183,695	\$ 192,713	\$ 225,587	\$ 32,874
Fringe Benefits	54,595	0	0	0
Services	119,630	82,091	88,266	6,175
Commodities	3,235	2,900	5,800	2,900
Capital Outlay	0	5,706	0	-5,706
Other Charges	0	0	0	
Contractual Crosscharges	23,531	6,426	2,041	-4,385
Abatements	-174,206	-185,092	-190,344	-5,252
<b>Total Expenditures</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 210,480</b>	<b>\$ 104,744</b>	<b>\$ 131,350</b>	<b>\$ 26,606</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$73,863 to \$178,607. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$80,560, to \$211,910, for a tax levy change of \$33,303.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	4.4	4.4	5.2	0.8
Overtime Hours	661	738	738	0
Overtime Dollars	\$12,718	\$14,251	\$14,251	\$0

County Executive-Office for Persons with Disabilities personal services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the County Executive-Office for Persons with Disabilities had a net salary budget that was 100% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative (A)	1.0	1.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	2.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES

**UNIT NO.** 1018

**FUND:** General - 010000

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Ombudsman - Paratransit	Create	1,776 hours	N/A	\$ 31,699
			<b>TOTAL</b>	<b>\$ 31,699</b>

**BUDGET HIGHLIGHTS**

- Pursuant to the Voluntary Compliance Agreement between Milwaukee County and the Federal Transit Administration, one position of Ombudsman - Paratransit, effective March 8, 1998, is created at a cost of \$31,699. This position will be responsible for working with both consumers and providers to serve as an investigative forum for program improvements for the Milwaukee County Paratransit Program.
- Personal Services have been reduced \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary budget was 100% of gross wages.
- An appropriation of \$20,000 of COP funding is provided in the Department on Aging Budget to be administered by the Office For Persons with Disabilities. This funding is provided for a new initiative, Able to Be Used, which will collect, clean, make minor repairs and redistribute previously owned durable medical equipment for the use of people with disabilities throughout Milwaukee County.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Commission Meetings	12	12	11	11
Committee Meetings	60	N/A	N/A	N/A
Public Hearings	2	2	2	2
Public Hearing Notices	3,000	4,670	3,400	4,600
ADA Compliance - Hours	1,200	1,200	1,500	1,500
Training Sessions	5	5	10	8
Information Brochures	17,000	1,000	1,000	1,000
Technical Assistance - Hours	1,000	1,000	1,000	1,000
Handicapped Workers Placed in Competitive Employment	24-36	12	24-36	15-25
Disabled Expanded Certification Appointment Program (DECA) Outreach/Intake - Hours	700	700	700	900
Handicapped Compliance Annual Reports	70	N/A	N/A	N/A
Interpreter Service - Hours	4,900	4,551	4,900	4,900
Handi-NEWS & NOTES - Circulation	63,000	63,480	63,000	63,000
ADA UPDATE, Publication	2,600	2,385	2,200	2,200
Parking Violation Reports	20	5	40	10-25
Information and Referral	1,000	1,000	1,000	1,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - OFFICE FOR PERSONS WITH DISABILITIES**

**UNIT NO. 1018**

**FUND: General - 010000**

**OFFICE FOR PERSONS WITH DISABILITIES**  
**EXPENDABLE TRUST (Org. 0601)**

- Created in 1983, the Milwaukee County Commission for Persons with Disabilities has maintained an expendable trust fund to benefit Milwaukee County residents with disabilities. Consistent with applicable Milwaukee County policy and procedure, the Commission initiates fiscal actions which require approval from the County Board's Committee on Health and Human Needs. The Commission works to generate revenue to the fund through various activities throughout the year.

BUDGET SUMMARY		
<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
\$ 4,100	\$ 4,100	\$ 0

Total 1998 expenditures and revenues for the Disabilities Expendable Trust Fund are \$4,100 and include the following:

Expenditures

- \$3,400 For the annual John L. Van Dyke Award event which recognizes private sector businesses as well as Milwaukee County governmental departments which have shown outstanding work in hiring, retaining and promoting persons with disabilities.
- \$500 To be used to support promotional events hosted by organizations advancing services of benefit to people with disabilities.
- \$200 To be used in support of table displays and booths at the 1998 Wisconsin Restaurant Show.

Revenue

- \$1,000 From advertisements in Handi NEWS & NOTES.
- \$3,100 From donations.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS**

**UNIT NO. 1020**

**FUND: General - 010000**

**OPERATING AUTHORITY AND PURPOSE**

This division of the County Executive's office was created by County Board action of July 14, 1976 (File No. 76-514), to coordinate and develop a program for Milwaukee County which will assist in defining areas where modifications to State and Federal legislation should be developed and introduced.

**OBJECTIVES**

1. Secure property tax relief through increased State funding and statutory change in four critical areas, thereby reducing the local property tax burden for the State court system, welfare, youth services and probation/parole.
2. Coordinate the efforts of Milwaukee County to implement, in concert with other units of government, a lobbying strategy aimed at achieving the maximum possible impact. This effort shall include, but not be limited to, statewide coordination with major municipal organizations, especially Wisconsin Counties Association (WCA).
3. Work with all County departments in the development of legislative initiatives. Provide specific information to each concerning budgetary, legislative, and regulatory matters.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 272,868	\$ 276,827	\$ 281,355	\$ 4,528
Fringe Benefits	86,723	0	0	0
Services	83,438	96,380	92,335	-4,045
Commodities	3,055	6,500	4,151	-2,349
Capital Outlay	0	3,300	0	-3,300
Contractual Crosscharges	29,924	4,916	3,889	-1,027
Abatements	-17,163	0	0	0
<b>Total Expenditures</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>
<b>Property Tax Levy</b>	<b>\$ 458,845</b>	<b>\$ 387,923</b>	<b>\$ 381,730</b>	<b>\$ -6,193</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$94,349 to \$482,272. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$103,917, to \$485,647, for a tax levy change of \$3,375.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	4.1	3.9	3.9	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the County Executive - Intergovernmental Relations have been reduced by \$71,122 to establish a net salary budget that is 78.75% of gross wages. For 1997, the County Executive - Intergovernmental Relations had a net salary budget that was 78.30% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - INTERGOVERNMENTAL RELATIONS

**UNIT NO.** 1020

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	4.0	4.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Appropriations of \$3,300 for a laptop computer and \$1,500 for computer software provided in 1997 are not required for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Veterans Service Office operates pursuant to Section 45.43 of the Wisconsin Statutes. Its purpose is to develop and coordinate programs for Milwaukee County veterans and their dependents. The Veterans Service Office advises and informs Milwaukee County veterans concerning any problems arising from service in the armed forces of the United States, and assists veterans and their dependents or survivors in the preparation of claims or applications for Federal, State and County benefits to which they may be entitled. The Veterans Service Office works with Federal, State and accredited veterans organizations whose primary responsibilities are the general well-being of the veterans community. The Veterans Service Office coordinates its work with other community agencies when issues related to veterans have varied implications.

The Veterans Service Commission operates under Section 45.12 of the Wisconsin Statutes and its responsibility is in the area of aid to veterans.

**OBJECTIVES**

1. Provide assistance to Milwaukee County veterans and/or their dependents in obtaining benefits from the Wisconsin Department of Veterans Affairs, the U.S. Department of Veterans Affairs, and other available sources.
2. Administer the Veterans Assistance Program and provide loans and grants to veterans with emergency financial needs.
3. Working with State, Federal and private efforts, seek to address the needs of homeless veterans in Milwaukee County.
4. Increase public awareness of veterans' programs through aggressive outreach activity to assure that veterans and their dependents receive the maximum amount of benefits to which they are entitled.
5. Increase Veterans Service Office networking with other veterans groups and community resources.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 141,674	\$ 147,356	\$ 147,115	\$ -241
Fringe Benefits	43,904	0	0	0
Services	12,110	11,460	14,460	3,000
Commodities	12,503	16,414	19,082	2,668
Other Charges	60,646	0	0	0
Capital Outlays	0	0	14,100	14,100
Contractual Crosscharges	31,624	2,768	1,691	-1,077
Abatements	-22,166	0	0	0
<b>Total Expenditures</b>	<b>\$ 280,295</b>	<b>\$ 177,998</b>	<b>\$ 196,448</b>	<b>\$ 18,450</b>
State & Federal Revenue	65,646	5,000	5,000	0
Other Direct Revenue	2,360	3,200	3,200	0
<b>Total Direct Revenue</b>	<b>\$ 68,006</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 212,289</b>	<b>\$ 169,798</b>	<b>\$ 188,248</b>	<b>\$ 18,450</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$49,932 to \$219,730. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$46,460, to \$234,708, for a tax levy change of \$14,978.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

County Executive-Veterans Service personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, County Executive-Veterans Service had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- An amount of \$14,100 is included in Capital Outlay for two computers, a file server and a network concentrator (enables numerous workstations to share a file server).
- Services is increased by \$3,000, from \$11,460 to \$14,460, primarily due to an amount included for computer training.
- Commodities is increased \$2,668, from \$16,414 to \$19,082, due in large part to funding which is included for computer software

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY EXECUTIVE - VETERANS SERVICE

**UNIT NO.** 1021

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Flag Holders Provided	265	122	150	130
Full and Part-Time Education Grants	800	837	800	850
Health Care Aid and Subsistence Grants	30	73	50	50
Economic Assistance Loans	60	40	50	60
Certificates of Eligibility	80	427	250	300
Vital Records Procured	1,140	1,131	1,000	1,000
Graves Registration	1,220	376	900	500
Wisconsin Veterans Home Admissions	20	14	10	10
Home Improvement Loans (HILP)	15	32	60	20
Retraining Grants	20	27	20	20
New Files Created	400	534	400	400
First Mortgage Home Loans	0	120	80	100



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The purpose of the Economic Development Division is to preserve and enhance the tax base of the County by undertaking programs and activities that stimulate, attract and revitalize commerce, industry and manufacturing. Its goal is to promote area-wide, regional economic development marketing and cooperation among all involved governments and private-sector groups to provide for a unified development approach for the Milwaukee area.

**OBJECTIVES**

1. Continue to pursue coordinated marketing efforts with other economic development agencies on a regional level and work toward more coordinated economic development efforts.
2. Work with the Airport, municipalities, and the private sector to maximize economic development opportunities, business investment, and job creation on and around the Airport.
3. Work with the Research Park Corporation to facilitate the development of the Research Park and related sites on the County Grounds.
4. Work with Milwaukee County municipalities and community-based economic development organizations to assist their efforts when County assistance is requested and appropriate.
5. Market and sell surplus County real estate, manage air space parking lots, tax deed foreclosure properties, and other County property.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 292,090	\$ 421,061	\$ 430,393	\$ 9,332
Fringe Benefits	92,313	0	0	0
Services	63,456	281,422	305,450	24,028
Commodities	5,764	6,900	9,550	2,650
Other Charges	291,031	261,000	296,000	35,000
Capital Outlay	5,569	5,000	0	-5,000
Contractual Crosscharges	189,918	40,870	37,437	-3,433
Abatements	-156,760	0	0	0
<b>Total Expenditures</b>	<b>\$ 783,381</b>	<b>\$ 1,016,253</b>	<b>\$ 1,078,830</b>	<b>\$ 62,577</b>
Direct Revenue	1,095,938	1,528,531	1,621,935	93,404
Indirect Revenue	3,420	0	0	0
<b>Total Revenue</b>	<b>\$ 1,099,358</b>	<b>\$ 1,528,531</b>	<b>\$ 1,621,935</b>	<b>\$ 93,404</b>
<b>Property Tax Levy</b>	<b>\$ -315,977</b>	<b>\$ -512,278</b>	<b>\$ -543,105</b>	<b>\$ -30,827</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$144,773 to \$-367,505. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$176,835, to \$-366,270, for a tax levy change of \$1,235.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

**UNIT NO.** 1106  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	6.0	7.2	7.7	0.5
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Economic Development Division have been reduced by \$13,798 to establish a net salary budget that is 96.64% of gross wages. For 1997, the Economic Development had a net salary budget that was 95.27% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

Economic Development includes Economic Development and Real Estate:

The *Economic Development Division* develops and administers programs designed to enhance the business climate, allowing existing businesses in Milwaukee County to flourish and expand, and attracting new businesses to the community. Specific responsibilities include assisting businesses in accessing Milwaukee County resources and services, identifying and referring businesses to various sources of technical and financial assistance, working with municipalities and economic development agencies to

"package" services to companies, and promoting Milwaukee County to outside business.

The *Real Estate Section* manages, sells and acquires real estate for Milwaukee County. The Section manages and leases improved and unimproved properties, including air space parking lots for the Wisconsin Department of Transportation (WISDOT). County surplus real estate and tax deed foreclosure properties in Milwaukee County suburbs are sold by the Section.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
ECONOMIC DEVELOPMENT

UNIT NO. 1106  
FUND: General - 010000

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### BUDGET HIGHLIGHTS

- An appropriation of \$200,000 is provided for the Economic Development Project Fund, the same amount as 1997.
- Projected revenue from the sale of surplus County real estate, including Research Park sales, is decreased from \$4,880,000 to \$729,217 for 1998.
- In 1997, an appropriation of \$50,000 was included in this budget to reflect the purchasing of services of Research Park staff to assist in the planning and marketing of County surplus real estate for sale. This appropriation is not included in 1998.
- An appropriation of \$35,000 is included as the County's share of the downtown Business Improvement District project.
- Parking rental is increased \$25,313 in 1998, from \$800,973 to \$826,286, to reflect higher amounts received from parking lot leases.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 63.01 to 63.03 of the Wisconsin Statutes, there shall be a civil service commission in every county containing 500,000 or more residents.

The five-member Civil Service Commission conducts hearings on the merit system and, when necessary, makes recommendations to the County Board or its committees. The Civil Service Commission budget includes the following two programs:

1. Quasi-Judicial - The Civil Service Commission acts as an adjudicating body, conducting hearings on merit system violations and appeals of actions taken by the Director of Human Resources and rendering decisions thereon.
2. Administrative - The Civil Service Commission exercises administrative control over the merit system including promulgation of rules.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 9,165	\$ 9,985	\$ 9,985	\$ 0
Fringe Benefits	23,158	18,355	18,190	-165
Services	6,873	5,000	10,000	5,000
Commodities	0	0	0	0
Contractual Crosscharges	5,268	5,215	5,172	-43
<b>Total Expenditures</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>
<b>Property Tax Levy</b>	<b>\$ 44,464</b>	<b>\$ 38,555</b>	<b>\$ 43,347</b>	<b>\$ 4,792</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$5,994 to \$44,549. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$6,029 to \$49,376 for a tax levy change of \$4,827.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personal services for the Civil Service Commission have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Civil Service Commission had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL SERVICE COMMISSION

**UNIT NO.** 1110

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**OBJECTIVES**

Ensure strict adherence to the principles of the merit system and the timely resolution of appeals of actions taken by the Director of Human Resources.

**BUDGET HIGHLIGHTS**

- The appropriation for outside legal fees is increased by \$5,000 due to experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	6	6	6	6
Hours Spent in Session	15	14	12	15
<b>A. Quasi-Judicial</b>				
Merit System Violations Filed	2	2	2	2
Employee/Applicant Appeals	50	36	40	50
<b>B. Administrative</b>				
Positions Transferred from Classified to				
Exempt	5	1	2	5
Rule Changes	5	2	2	5
Rule Waivers	20	15	20	20

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Housing & Community Development Division's purpose is to maximize available State and Federal resources for the production of affordable housing and continued enhancement of the tax base through the administration of the following programs: Community Development Block Grant Program; Home Repair Loan Programs; Rental Assistance Programs; Housing Organization Loan Fund; HOME Investment Partnership Program; and other programs as may be approved by the County Board.

**OBJECTIVES**

1. Maintain and strengthen the inter-agency relationships with other County departments, social service agencies, suburban municipalities, and the private sector for the production of affordable housing.
2. Continue to administer County, State and Federal housing programs.
3. Coordinate housing and community development programs with other County departments to reduce the dependency of families currently on assistance.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 958,464	\$ 1,033,942	\$ 1,095,608	\$ 61,666
Fringe Benefits	299,715	0	0	0
Services	34,623	48,900	50,100	1,200
Commodities	16,394	18,950	21,700	2,750
Other Charges	8,811,963	11,812,834	12,767,357	954,523
Capital Outlay	2,902,773	894,300	953,000	58,700
Contractual Crosscharges	259,222	12,950	13,187	237
Abatements	-1,401,485	-1,761,999	-1,815,645	-53,646
<b>Total Expenditures</b>	<b>\$ 11,881,669</b>	<b>\$ 12,059,877</b>	<b>\$ 13,085,307</b>	<b>\$ 1,025,430</b>
<b>Total Revenue</b>	<b>\$ 11,682,319</b>	<b>\$ 12,576,334</b>	<b>\$ 13,547,357</b>	<b>\$ 971,023</b>
<b>Property Tax Levy</b>	<b>\$ 199,350</b>	<b>\$ -516,457</b>	<b>\$ -462,050</b>	<b>\$ 54,407</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$642,957 to \$126,500. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$572,050, to \$110,000, for a tax levy change of \$-16,500.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Housing Administration	Expenditure	\$ 5,343,466	\$ 3,985,542	\$ 4,103,595	\$ 118,053
	Abatement	1,401,485	1,761,999	1,815,645	53,646
	Revenue	<u>3,797,529</u>	<u>2,740,000</u>	<u>2,750,000</u>	<u>10,000</u>
	Tax Levy	\$ 144,452	\$ -516,457	\$ -462,050	\$ 54,407
Rent Assistance	Expenditure	\$ 7,939,688	\$ 9,836,334	\$ 10,797,357	\$ 961,023
	Abatement	0	0	0	0
	Revenue	<u>7,884,790</u>	<u>9,836,334</u>	<u>10,797,357</u>	<u>961,023</u>
	Tax Levy	\$ 54,898	\$ 0	\$ 0	\$ 0

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	27.9	29.0	30.0	1.0
Overtime Hours	0.0	0.0	0.0	0.0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Administration-Housing & Community Development personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Housing & Community Development had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	20.0	20.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>26.0</b>	<b>26.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

UNIT NO. 1111  
FUND: General - 010000

## BUDGET HIGHLIGHTS

- The HOME Investment Partnership Program includes expenditures of \$1,060,000, offset by Federal revenue of \$950,000, based on the Federal budget for this program. This represents a \$10,000 increase in Federal revenue from the 1997 Adopted Budget for this program.
- Tax levy of \$110,000 is provided as a local match for the Federal funds under the HOME Investment Partnership Program. This represents a decrease of \$16,500 over the 1997 budget due to additional match credit revenue.
- The 1998 budget continues dedicated CDBG funding of \$20,000 for the Family Self-Sufficiency Program.
- The Rent Assistance budget includes expenditures of \$10,797,357, which is an increase of \$961,023. The increase represents HUD funds for additional Shelter Plus Care tenant-based rental assistance awarded to the Mental Health Division and Housing Division to provide rental assistance to homeless seriously mentally ill individuals. The Housing and Community Development Division has been authorized by the County Board to administer these grant funds. Supportive services required by the grant will be provided by the Mental Health Division.
- An increase in Personnel of \$28,429 is due to wage and step increases. One position of Housing Program Assistant-Rent Assistance was created in February of 1997, the cost to continue this position is \$33,237.
- Increases of \$1,200 in Services and \$2,750 in Commodities is due to actual experience.
- Increase of \$924,523 in Other Charges is due to an increase of \$961,023 in the Rent Assistance Program; a decrease of \$20,000 in Federal Revenue and a decrease of \$16,500 in the local match for the HOME Investment Partnership Program.
- An increase of \$58,700 in Capital Outlay results from an increase of \$7,000 in New Data Processing Equipment and an increase of \$51,700 in Replacement Data Processing Equipment to provide the Rent Assistance staff with adequate computers to run new required software.
- Due to increased costs, the abatement to recoup HUD revenue for administrative costs is increased by \$53,646.
- Personal Services have been reduced by \$0 to establish a net salary budget that is 100% of gross wages. For 1997, the net salary was 100% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION-  
HOUSING & COMMUNITY DEVELOPMENT

**UNIT NO.** 1111  
**FUND:** General - 010000

<b>COMMUNITY DEVELOPMENT BLOCK GRANT SPENDING BY MUNICIPALITY</b>				
<u>Municipality</u>	<u>1996</u>	<u>1997</u>	<u>1998 Projected</u>	<u>1997/1998 Change</u>
Bayside	\$ 26,800	\$ 0	\$ 6,500	\$ 6,500
Brown Deer	43,800	43,900	44,100	200
Cudahy	58,500	58,700	68,100	9,400
Fox Point	32,900	33,000	31,900	(1,100)
Franklin	59,800	60,900	56,700	(4,200)
Glendale	54,000	54,200	50,100	(4,100)
Greendale	48,600	48,700	47,500	(1,200)
Greenfield	82,200	81,700	77,300	(4,400)
Hales Corners	35,100	34,900	39,400	4,500
Milwaukee*	0	0	0	0
Oak Creek	59,000	60,000	57,100	(2,900)
River Hills	22,300	22,200	24,300	2,100
Saint Francis	44,200	44,300	54,800	10,500
Shorewood	51,600	51,300	55,200	3,900
South Milwaukee	60,400	60,400	67,900	7,500
Wauwatosa*	0	0	0	0
West Allis*	0	0	0	0
West Milwaukee	43,700	43,700	56,400	12,700
Whitefish Bay	46,600	46,600	43,700	(2,900)
<b>TOTAL</b>	<b>\$ 769,500</b>	<b>\$ 744,500</b>	<b>\$ 781,000</b>	<b>\$ 36,500</b>

\* The cities of Milwaukee, Wauwatosa and West Allis do not participate in the Urban County Agreement with Milwaukee County and are ineligible for CDBG funding administered by Milwaukee County.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PERSONNEL REVIEW BOARD**

**UNIT NO. 1120**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 33 of the General Ordinances, the Personnel Review Board consists of five members functioning as a quasi-judicial body to review all disciplinary charges filed by appointing authorities or other persons authorized to file charges alleging that an officer or employee in Milwaukee County classified service has acted in such a manner as to show them to be incompetent to perform their duties or to have merited discipline, demotion, or discharge pursuant to State Statute 63.10 or 63.12; to hear all appeals by non-represented County employees of

rulings made in the final step of the established County grievance procedure; to act as final arbitrator over grievances not appealed to arbitration under the Union labor contract; and to act as the "Independent Fact Finder" to determine whether violations of the Ethics Code exists in all cases referred to the Personnel Review Board by the Ethics Board pursuant to Chapter 9 Code of Ethics, C.G.O. The Board also reviews the rules, practices and procedures of the Civil Service Commission.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 95,727	\$ 100,387	\$ 101,011	\$ 624
Fringe Benefits	0	0	0	0
Services	12,267	10,125	11,444	1,319
Commodities	122	575	800	225
Personal Services Crosscharges	-1,945	-22,779	-22,934	-155
Contractual Crosscharges	13,477	2,397	1,653	-744
Abatements	-10,702	-875	-605	270
<b>Total Expenditures</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>
<b>Property Tax Levy</b>	<b>\$ 108,946</b>	<b>\$ 89,830</b>	<b>\$ 91,369</b>	<b>\$ 1,539</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$27,337 to \$117,167. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$26,088, to \$117,457, for a tax levy change of \$290.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Personnel Review Board personal services have been increased \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Personnel Review Board had a net salary budget that was 100.00% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** PERSONNEL REVIEW BOARD

**UNIT NO.** 1120  
**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Legal Fees are increased \$1,430 based on experience.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Discipline/Grievance Hearings Placed on Docket	170	170	160	138
Number of PRB Meetings in Hearing	35	27	29	26
Hours Met in Session	90	102	90	63

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CORPORATION COUNSEL

**UNIT NO.** 1130

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.42 of the Wisconsin Statutes, the Corporation Counsel prosecutes or defends all civil actions in which the County, or any of its boards, commissions, committees, departments or officers, is interested or a party; issues opinions; drafts County ordinances and resolutions; drafts proposed legislation; processes commitments of mentally ill persons; drafts protective placement pleadings and guardianships for "developmentally disabled and aged

infirm persons;" and acts as general counsel for the County in all civil matters in all Federal and State courts and before all Federal, State and County administrative bodies and agencies. In addition, pursuant to statutes, the Corporation Counsel represents State agencies or the Attorney General in civil matters and prosecutes various civil remedies mandated by State law.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 1,352,756	\$ 1,435,387	\$ 1,504,855	\$ 69,468
Fringe Benefits	388,429	0	0	0
Services	95,706	107,141	106,891	-250
Commodities	31,595	17,724	19,080	1,356
Other Charges	1,329	2,400	2,400	0
Capital Outlay	2,900	6,506	6,000	-506
Contractual Crosscharges	193,701	17,450	16,983	-467
Abatements	-420,058	-374,781	-386,024	-11,243
<b>Total Expenditures</b>	<b>\$ 1,646,358</b>	<b>\$ 1,211,827</b>	<b>\$ 1,270,185</b>	<b>\$ 58,358</b>
<b>Total Revenue</b>	<b>\$ 38,346</b>	<b>\$ 2,400</b>	<b>\$ 100,000</b>	<b>\$ 97,600</b>
<b>Property Tax Levy</b>	<b>\$ 1,608,012</b>	<b>\$ 1,209,427</b>	<b>\$ 1,170,185</b>	<b>\$ -39,242</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$452,778 to \$1,662,205. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$440,597, to \$1,610,782 for a tax levy change of \$-51,423.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	22.7	22.6	22.9	0.3
Overtime Hours	916.5	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Corporation Counsel personal services have been reduced by \$84,319 to establish a net salary budget that is 94.37% of gross wages. For 1997, the Corporation Counsel had a net salary budget that was 93.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CORPORATION COUNSEL

**UNIT NO.** 1130  
**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	6.0	6.0	0.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	11.0	11.0	0.0
Protective Services (D)	1.0	1.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Equipment of \$6,000 include appropriations of \$4,800 to replace two computers and \$1,200 for a fax machine.
- Revenues increase \$97,600, from \$2,400 to \$100,000, due to projected charges to the County Mutual Insurance Company for legal services.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: CORPORATION COUNSEL

UNIT NO. 1130

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
A. Legal				
Legal Opinions & Advisory Memorandums	300	300	300	300
Claims Against County & Subrogation Matters	700	700	700	600
State Actions (wage claims, weatherization claims, pesticide lawsuits)	500	500	500	500
Foreclosures	450	450	450	450
Probate & DBE Matters	250	250	250	250
Major Lease & Contract Negotiations & Review	600	600	600	500
Major Lawsuits-300 Hours or More	30	30	30	25
B. Labor Relations				
Major Contract Negotiations-300 Hours or More	6	6	6	2
Unemployment Compensation Hearings	150	150	100	100
Discrimination Complaints Including ADA	450	450	400	400
Grievance Arbitration, Appeals of Disciplinary Suspension Before Permanent Umpire or WERC	50	50	40	40
C. Mental Health				
Mental Health Commitments--Petition, Protective Placements, Temporary Guardianships	4,500	4,500	4,500	4,500
D. Workers Compensation				
Workers Compensation Claims Hearings and Review of Files	260	250	250	250
E. Personnel Review Board				
Civil Service and Personnel Review Board Hearings	250	300	250	250



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Chapters 63.01 to 63.09, 63.11, 63.13 to 63.17 of the Wisconsin Statutes, this department recruits and examines candidates for all positions in the classified service of Milwaukee County; certifies eligibles; investigates requests for changes in classification, increases in pay and changes in personnel practices and procedures; processes unemployment compensation claims; administers the coordination and implementation of the County's affirmative action plan; manages and coordinates the details of employee benefits programs, including hospital/surgical/dental care and life insurance plans; coordinates employee services programs dealing with behavioral/medical problems. The Employee Retirement Division administers and maintains the Milwaukee County Retirement System as established by Chapter 201 of the County Ordinances. It provides for the determination of benefits and payments to all eligible employees or their beneficiaries, and monitors and reconciles all transactions affecting the retirement fund.

Create a data base which tracks employees' participation in various DHR training programs. Continue to coordinate the tuition loan program. Continue efforts to revise County policies and procedures to insure compliance with the Americans with Disabilities Act, Milwaukee County Bilingual Task Force Recommendations and the Civil Rights Act of 1991. Examine compliance with County Board Resolution 89-100 calling for adherence to Affirmative Action Plans when considering ECP salary adjustments. In cooperation with the Employment and Staffing Division, develop and implement a County-wide recruitment program targeting underutilized groups identified as affirmative action goals.

## OBJECTIVES

### 1. Director's Office

Continue efforts to re-stabilize services provided to the County workforce following downsizing initiatives, fiscal constraints, and changes in State and Federal legislation. Services currently provided by DHR to departments, employees, and the public will again be reviewed in 1998 in an effort to identify and maintain required service levels given significantly fewer resources. The County's existing personnel systems and procedures will continue to be reviewed to identify and implement any necessary revisions.

### 2. Employee Benefits

The on-going cost and quality analysis of the fringe benefits available to County employees and retirees will again be given a top priority in 1998. Implementation of 13 new contracts with health, dental and life insurers and administrators, as well as new benefits-related language contained in nine labor union agreements, will also be a major objective for 1998.

### 3. Employment Relations

Continue utilization of labor market availability data for calculation of realistic, attainable hiring goals. Inform in writing all employees hired before 1990 having an adjusted seniority date as a result of the Jones Consent Order. Develop and conduct a revised enhanced training program for first-line supervisors and middle managers based on the findings of the 1997 Management Needs Assessment. Monitor County career ladder programs which have been approved by DHR for inclusion in 1998 affirmative action plans.

### 4. Employment & Staffing

Continue with the development and refinement of policies, procedures and methods used to identify and relocate employees targeted for layoff due to the discontinuance or downsizing of services and programs, abolishment of authorized positions, and other related personnel actions. Continue to develop and implement, in conjunction with DHR's Management Information Systems Unit, procedures that will allow for total automation of routine personnel transactions; create and enhance computer-based data files and reports to facilitate and support the department's various personnel transactions. Strengthen and expand outreach recruitment activities. Evaluate, modify and/or replace existing selection and classification procedures to better assist departments in maintaining effective staffing levels. Commence the classification study of non-represented clerical and administrative assistant positions. Develop and maintain a computerized file of position descriptions for all authorized positions in County service. Establish partnerships with area schools, businesses and labor organizations for the development of performance testing for technical positions. Develop, implement and modify applicant testing alternatives. Continue staff development efforts, streamlining of inter-departmental communications, and the on-going review of existing policies and procedures.

### 5. Compensation

Provide informational sessions on state and federal family leave legislation. Develop departmental user manuals on unemployment compensation procedures. Assist payroll personnel in the use of the enhanced Genesys system. Facilitate the interaction of the position control system with the budget/ financial system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

**6. Management Information Systems**

Continue to expand the use of the Unisys A7-711 (AIMS90) computer to interface retirement, position control and benefits information with applicant processing and payroll information to provide one source for DHR-wide query. Promote usage of on-line information as opposed to printed reports. Continue network personal computer upgrade process to Pentium machines and Windows 95. Continue to expand LAN communications to outside departments, including County-wide E-mail, Internet access, home dial-up capability, and on-line certification of eligibles. Research the possibility of establishing a County DHR Web Page. Provide system enhancements for the Payroll and Retirement Systems through the re-installation of a new "real time" release of GENESYS software and Gen Link.

**7. Employee Retirement**

Implement recommendations included in the independent and fiduciary audit reports. Assist with the upgrade of the GENESYS DefBen pension software to become Year 2000 compatible. Review the potential for early payout of inactive OBRA members. Administer the increased number of retirements and deferred retirements resulting from the closure or takeover of various County functions. Continue implementing GENESYS enhancements and upgrades to the Retirement System's General Ledger and Accounts Payable systems. Continue converting retirees to Electronic Funds Transfer.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,858,767	\$ 2,085,048	\$ 2,132,984	\$ 47,936
Fringe Benefits	562,040	-60,229	-60,350	-121
Services	391,312	262,174	346,230	84,056
Commodities	43,915	52,384	55,762	3,378
Other Charges	18,273	18,000	23,500	5,500
Capital Outlay	17,951	39,713	58,170	18,457
Contractual Crosscharges	700,975	129,803	119,305	-10,498
Abatements	-300,233	-5,000	-5,000	0
<b>Total Expenditures</b>	<b>\$ 3,293,000</b>	<b>\$ 2,521,893</b>	<b>\$ 2,670,601</b>	<b>\$ 148,708</b>
<b>Total Revenue</b>	<b>\$ 631,502</b>	<b>\$ 761,304</b>	<b>\$ 741,941</b>	<b>\$ -19,363</b>
<b>Property Tax Levy</b>	<b>\$ 2,661,498</b>	<b>\$ 1,760,589</b>	<b>\$ 1,928,660</b>	<b>\$ 168,071</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$877,525 to \$2,638,114. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$701,612, to \$2,630,272, for a tax levy change of \$7,842.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Director's Office	Expenditure	\$ 1,359,095	\$ 569,363	\$ 818,759	\$ 249,396
	Abatement	257,913	5,000	5,000	0
	Revenue	<u>9,053</u>	<u>600</u>	<u>8,600</u>	<u>8,000</u>
	Tax Levy	\$ 1,092,129	\$ 563,763	\$ 805,159	\$ 241,396
Employee Group	Expenditure	\$ 289,489	\$ 231,743	\$ 203,068	\$ -28,675
	Abatement	21,153	0	0	0
	Revenue	<u>11,294</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>
	Tax Levy	\$ 257,042	\$ 227,743	\$ 199,068	\$ -28,675
Compensation	Expenditure	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 322,732	\$ 223,862	\$ 199,726	\$ -24,136
Employee Relations	Expenditure	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
	Abatement	0	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 239,615	\$ 185,337	\$ 237,419	\$ 52,082
Employment and Staffing	Expenditure	\$ 746,429	\$ 758,300	\$ 668,118	\$ -90,182
	Abatement	0	0	0	0
	Revenue	<u>44</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 746,385	\$ 758,300	\$ 668,118	\$ -90,182
Employee Retirement System	Expenditure	\$ 635,873	\$ 558,288	\$ 548,511	\$ -9,777
	Abatement	21,167	0	0	0
	Revenue	<u>611,111</u>	<u>756,704</u>	<u>729,341</u>	<u>-27,363</u>
	Tax Levy	\$ 3,595	\$ -198,416	\$ -180,830	\$ 17,586

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	47.8	48.4	49.1	0.7
Overtime Hours	2,669.1	0	0	0
Overtime Dollars	\$20,817.83	\$0	\$0	\$0

The Department of Human Resources personal services have been reduced by \$196,413 to establish a net salary budget that is 91.01% of gross wages. For 1997, the Department of Human Resources had a net salary budget that was 89.46% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HUMAN RESOURCES**

**UNIT NO. 1140**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	8.0	8.0	0.0
Clerical (F)	9.0	9.0	0.0
Paraprofessional (E)	10.0	10.0	0.0
Professional (B)	13.0	13.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	2.0	2.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Department of Human Resources includes the following divisions:

The **Director's Office** directs human resource programs, assigns projects and coordinates the work of the operating divisions; prepares the department budget and maintains budgetary controls; presents department recommendations to the Civil Service Commission and the Personnel Committee of the County Board; serves as staff to the Personnel Committee; analyzes and reports on legislation affecting the Human Resource function in Milwaukee County; directs the implementation of the automated personnel system; provides support and assistance in labor contract negotiations; and provides analysis and implementation of new approaches to human resource administration. The Director of Human Resources serves as ex-officio member of the Pension Board, and the Deputy Director serves as ex-officio secretary of the Civil Service Commission.

**Employee Group Benefits** provides on-going analyses of all current employee benefits and new benefit options while administering the Conventional Medical and Dental Plans, Health and Dental Maintenance Organization Plans, Basic and Optional Life Insurance Plans, Short-Term Disability Medicare and the Dependent Care Voucher Reimbursement Program. In addition, this division maintains enrollment records for active and retired employee members and their

dependents; confers and corresponds with County officials, employees, retirees, the public and industry-related agencies regarding benefits programs; monitors WPS on medical and dental claim payments and CNR for utilization review services; administers special projects relating to cost-containment and employee wellness; and directs the Employee Assistance Program for personal/behavioral/medical problems affecting job performance.

**Compensation** studies requests for reallocations, changes in compensation policies and practices and calculates the fiscal impact of these actions. The unit also processes filling of vacant positions; maintains current salary and classification standardization schedules; maintains salary provisions mandated by labor contracts or County ordinances; maintains and implements provisions of the Executive Compensation Plan; prepares changes to County ordinances reflecting various personnel actions; processes and edits a variety of payroll/personnel transactions; maintains position control and payroll records; maintains employee personnel records; and processes employee unemployment compensation claims.

**Employment Relations** function is to assist in the design and implementation of Milwaukee County's Equal Employment Opportunity Program. Activities of the unit include compiling information on the status of various

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

groups in the County classified and unclassified service; reviewing class specifications to ensure accuracy and job relatedness of requirements; and evaluating County personnel procedures to insure compliance with equal opportunity guidelines. This unit also develops reports necessary to comply with State and Federal requirements and the Federal Court Order, develops and conducts affirmative action training and sexual harassment prevention programs, and assists departments in developing upward mobility training programs. This unit develops, coordinates, and directs employee in-service training programs; administers the tuition loan program; assesses County training needs and priorities; and assists other County departments with specialized training applications.

**Employment and Staffing** develops, administers and monitors employee selection processes for all positions in the Milwaukee County Classified Service. This effort includes the assessment of job specifications and minimum qualifications; the strategy and coordination of recruitment efforts; the development and administration of applicant examinations; and the certification of qualified candidates to department heads and appointing authorities. Implicit in this activity is the responsibility of administering employee selection in compliance with prevailing Milwaukee County, State, Federal and labor-negotiated parameters, any or all of which may impact related hiring procedures, e.g., transfer, layoff, promotion, demotion, reinstatement, and salary adjustment obligations. In addition, the Employment and Staffing Division is responsible for activities supporting the retention of employees within the Milwaukee County Classified Service, as well as the maintenance of appropriate records and reports.

**Employee Retirement** administers the Milwaukee County Employee Retirement System, manages the funds of the Retirement System, and maintains the general ledger and related books of the Retirement System. The unit also maintains enrollment, service and salary records for Retirement System members; calculates retirement and death benefits; processes monthly pension payroll; and prepares withdrawals for terminating members. In addition, the Employee Retirement System Director serves as Secretary of the Pension Board.

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- None.

### DIRECTOR'S OFFICE

- An appropriation of \$12,000 is included for replacement of the department's 13 year-old desk chairs which pose safety hazards because of their advanced stages of disrepair, and \$5,706 is included to replace an obsolete small copier which has greatly exceeded its life expectancy.
- Included in this budget is \$8,000 in revenue received from the County's deferred compensation administrator for office space rental.
- Prior to 1998, the Sheriff's Department performed background checks on new employees; however, since background checks are not identified in Chapter 19 of the County General Ordinances as a duty of the Sheriff's Department, a change to the ordinance is required to permit the Sheriff's Department to perform the background checks. An appropriation of \$10,000 is required to contract with the State to perform the background checks.

### EMPLOYEE BENEFITS

- None

### COMPENSATION

- None

### EMPLOYMENT RELATIONS

- An appropriation of \$50,000 for ECP, Supervisory and Managerial training is included for 1998.

### EMPLOYMENT & STAFFING

- Appropriations totaling \$49,000 are budgeted for continued technical assistance in the selection process, primarily due to the need for psychological testing required for positions assigned to the Criminal Justice Facility.

### EMPLOYEE RETIREMENT SYSTEM

- Revenues reimbursing DHR for Employee Retirement Division administrative expenses, including fringe benefits, space rental and IMSD crosscharges, are contained in the 1998 budget.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>A. Employee Group Benefits</b>				
Health, Dental, Life Premiums Collected	\$ 3,440,286	\$ 3,491,061	\$ 3,576,408	\$ 4,962,510
Employee COBRA Payments	\$ 405,521	\$ 37,058	\$ 172,900	\$ 192,188
Group Benefit Plans Administered	10	13	13	12
Health Plan Contracts	-	11,264	11,463	11,250
Dental Plan Contracts	-	6,076	6,273	6,330
HCN PPO Savings Realized	\$ 5,800,262	\$ 6,524,053	\$ 6,000,000	\$ 6,500,000
Lives Insured	11,200	10,695	10,791	10,645
Life Insurance Claims Administered	172	207	190	200
Medicare Notifications Issued	269	283	290	274
<b>B. Compensation</b>				
Payroll Corrections Processed	6,000	5,584	6,000	6,000
Payroll/Personnel Transactions Processed	20,000	15,551	20,000	16,000
Employment Verifications	6,000	8,874	9,000	9,000
Personnel File Maintenance	-	37,409	37,000	37,000
Classifications Surveyed	500	475	500	500
Timesheet Exceptions Monitored	9,000	10,032	9,000	9,000
Timesheet Exceptions Corrected	1,600	1,120	1,500	1,100
TAHC Forms Processed	900	1,314	1,200	1,400
Unemployment Compensation Forms Processed	4,500	4,245	3,500	4,000
Unemployment Compensation Payments Issued	16,000	14,513	12,000	14,000
Unemployment Compensation New Claimants	1,000	776	700	700
Data Element Update Transactions	-	68,503	64,500	65,000
<b>C. Employment Relations</b>				
ER/AA Complaints/Investigations	190	162	170	150
New Employee Orientations	30	30	28	30
Employee Training Classes	50	55	60	60
Training Class Participants	3,500	3,000	3,500	3,000
Tuition Loans	280	290	300	325

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HUMAN RESOURCES

UNIT NO. 1140

FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>D. Employment/Staffing</b>				
Total Applications Received	20,000	13,793	15,000	12,000
Exams Announced	150	117	100	100
Exams Administered	350	523	400	400
Exam Analysis Review	150	117	100	75
Certification Requests Processed	1,300	1,090	700	800
Candidates Certified	17,000	16,490	14,000	13,000
New Positions Studied for Proper Classifications	350	82	150	100
Existing Positions Studied for Proper Classification	425	81	400	150
Layoff/Placements	300	89	300	300
Transfers Processed	-	236	-	700
<b>E. Retirement Division</b>				
Total Retirement System Assets (in millions) December 31	\$ 1,300.0	\$ 1,318.7	\$ 1,400.0	\$ 1,500.0
Active Members 1/1	11,296	10,890	11,250	10,170
New Enrollments	600	331	500	500
5-Year Terminations	-	142	-	150
Withdrawals	25	14	25	25
Deaths of Active Members	15	14	15	15
Retirements Granted	100	85	250	350
Active Members 12/31	11,756	10,960	11,460	10,130
Retirement Members 1/1	6,680	6,870	6,820	6,900
Benefits Granted	100	85	250	350
Benefits Terminated	150	260	150	250
Retirement Members 12/31	6,630	6,695	6,920	7,000
<b>F. Management Information Systems</b>				
System Support Days	440	330	330	330
Ad Hoc Reports	100	73	175	100
Mailing Label Requests	30	19	20	20
Examination Scoring Requests	30	54	50	50
Support/Training Requests	55	50	40	50
Systems Maintenance Requests	60	49	30	50
Application Development/Program Requests (New)	30	31	20	30



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

UNIT NO. 1150

FUND: Internal Service - 400000

## OPERATING AUTHORITY & PURPOSE

The Department of Administration is created pursuant to Section 59.52(1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. Risk Management is responsible for administering the County's risk management program. Section 59.52(11)(a) of the Wisconsin Statutes authorizes the County to provide public liability and property damage insurance, either in commercial companies or by self-insurance created by setting up an annual fund for such a purpose, or by a combination thereof, covering without exclusion because of enumeration, motor vehicles, malfeasance of professional employees, maintenance and operation of County highways, parks, parkways and airports, and other County activities involving the possibility of damage to the general public, and provide fire and casualty insurance for all County property. Section 59.52 (11)(d) of the Wisconsin Statutes authorizes the County to provide for the protection of the County and public against loss or damage resulting from the act, neglect or default of County officers, department administrators and employees, and to contract for and procure bonds or contracts of insurance to accomplish that purpose, either from commercial companies or by self-insurance created by setting up an annual fund for such purpose or by a combination thereof. Section 65.90(6) of the Wisconsin Statutes allows any county having a population of 500,000 or more to establish, maintain and levy a tax for a liability reserve fund for the purpose of

paying liability claims or premiums on insurance to pay such claims. The annual taxes levied for the purpose may not exceed the level necessary to collect the amount recommended by an actuary, in accordance with generally accepted actuarial principles.

## OBJECTIVES

1. Identify property, liability, net income and personnel losses which affect life and property safety of Milwaukee County, and identify, analyze, select and implement alternate risk financing methods most economical to Milwaukee County.
2. Maintain a central data base for property, liability, net income and personnel losses to effectively develop past loss information, in order to forecast and trend future losses to establish consistent cash flow needs and equitable internal cost allocation.
3. Reduce loss frequency and severity through a program of loss analysis, loss prevention and loss reduction.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 320,027	\$ 347,810	\$ 356,484	\$ 8,674
Fringe Benefits Crosscharges	83,728	0	0	0
Services	80,291	76,190	74,632	-1,558
Commodities	7,108	10,384	17,615	7,231
Other Charges	5,958,548	5,770,290	5,371,808	-398,482
Capital Outlay	12,625	8,100	34,000	25,900
Contractual Crosscharges	94,608	1,541	0	-1,541
Abatements	-262,650	-130,000	-130,000	0
<b>Total Expenditures</b>	<b>\$ 6,294,285</b>	<b>\$ 6,084,315</b>	<b>\$ 5,724,539</b>	<b>\$ -359,776</b>
<b>Direct Revenue</b>	<b>\$ 6,294,286</b>	<b>\$ 6,261,833</b>	<b>\$ 5,910,950</b>	<b>\$ -350,883</b>
<b>Property Tax Levy</b>	<b>\$ -1</b>	<b>\$ -177,518</b>	<b>\$ -186,411</b>	<b>\$ -8,893</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$177,518 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$186,411, to \$0, for a tax levy change of \$0.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	7.0	7.0	7.0	0.0
Overtime Hours	17.0	0.0	0.0	0.0
Overtime Dollars	\$59	\$0	\$0	\$0

The Department of Administration-Risk Management personal services have been reduced by \$0 to establish a net salary budget that is 100.00% of gross wages. For 1997, the Department of Administration-Risk Management had a net salary budget that was 100.00% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	3.0	3.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Risk Management Section includes the following sections: Administration, Self-Insurance, Insurance Policy and Services, and Claims Management (Workers' Compensation).

The **Administration Section** supervises the professional staff, coordinates activities between departments, submits reports, reviews contracts for liability exposures, and prepares budget documents. The unit is responsible for internal service fund accounting and cost allocations to departments. County-wide loss control activities are also administered by this section.

The **Self-Insurance Section** is responsible for property, general and automobile liability claim reporting, loss analysis, claim data and financing of self-retained losses.

The **Insurance Policy and Services Section** is responsible for selection of brokers, requests for proposals, determination of deductibles, limits and coverage, researching the market, and negotiating with brokers and companies for bundled and unbundled insurance services.

The **Claims Management Section** is responsible for administering the Workers' Compensation claims of employees who sustain job-related injuries, for medical-only

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION - RISK MANAGEMENT

**UNIT NO.** 1150

**FUND:** Internal Service - 400000

and lost-time claims, and coordination of the return-to-work program. In addition, a data base is maintained for all claims.

**BUDGET HIGHLIGHTS**

**ADMINISTRATION**

- An appropriation of \$34,000 is included for replacement data processing equipment due to vendor/system upgrades which require the purchase of equipment.

**SELF-INSURANCE**

- An increase in property claims results in an expenditure increase of \$11,076.

**INSURANCE POLICY AND SERVICES**

- Premium decreases of \$83,347 result from decreases in property, crime, energy systems and airport liability insurance premiums.

**CLAIMS MANAGEMENT  
(WORKERS' COMPENSATION)**

- Workers' Compensation increases of \$21,912 result from statutory benefit increases of 3.2% and the analysis of recent case rulings by administrative law judges, offset by decreases of \$125,900 in the claim fund reserve, resulting in a reduction of \$103,988. An additional reduction of \$200,000 results from a review of reserve requirements for Workers Compensation claims.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Risk Financing Cost</u>				
Retained Losses (Self-Insured)	\$ 1,239,570	\$ 1,787,590	\$ 931,033	\$ 942,109
Net Insurance Premiums	\$ 1,139,814	\$ 819,194	\$ 1,501,921	\$ 1,418,574
Workers' Compensation Claims Processed	2,000	1,190	1,500	1,600
Dollar Amount of Claims Processed	\$ 2,681,948	\$ 3,088,794	\$ 3,203,988	\$ 2,900,000



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Department of Administration is created pursuant to Section 59.52 (1) of the Wisconsin Statutes and Chapter 32 of the County Ordinances. The position of Director of the Department of Administration is authorized in the Fiscal Affairs Division and is responsible for the execution of the duties and powers assigned to the department as specified in Chapter 32 of the County General Ordinances for the major divisions of Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Fiscal Affairs Division is responsible for preparing and monitoring the County's annual operating and capital budgets and for preparing the County's Official Statements relating to debt issuance. It performs the County's accounting functions, which include centralized

payroll, accounts payable, preparation of County financial statements, and determination of financial and cost accounting policies.

**OBJECTIVES**

1. Maintain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for Milwaukee County's 1997 Comprehensive Annual Financial Report.
2. Develop and implement the new Automated Budgetary and Accounting System.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,833,480	\$ 1,928,966	\$ 1,905,893	\$ -23,073
Fringe Benefits	564,146	0	0	0
Services	43,440	160,508	48,353	-112,155
Commodities	20,157	36,100	32,594	-3,506
Other Charges	1,045	1,200	1,200	0
Capital Outlay	43,093	0	0	0
Contractual Crosscharges	1,000,082	23,311	20,363	-2,948
Abatements	-187,953	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,317,490</b>	<b>\$ 2,150,085</b>	<b>\$ 2,008,403</b>	<b>\$ -141,682</b>
<b>Total Revenue</b>	<b>\$ 6,520</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>	<b>\$ 1,000</b>
<b>Property Tax Levy</b>	<b>\$ 3,310,970</b>	<b>\$ 2,145,085</b>	<b>\$ 2,002,403</b>	<b>\$ -142,682</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,099,384 to \$3,244,469. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$1,323,078, to \$3,325,481, for a tax levy change of \$81,012.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 697,286	\$ 656,136	\$ 524,224	\$ -131,912
	Abatement	39,880	0	0	0
	Revenue	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 657,341	\$ 656,136	\$ 524,224	\$ -131,912
Budget Analysis	Expenditure	\$ 955,701	\$ 481,663	\$ 491,438	\$ 9,775
	Abatement	66,129	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 889,572	\$ 481,663	\$ 491,438	\$ 9,775
Accounting	Expenditure	\$ 1,852,456	\$ 1,012,286	\$ 992,741	\$ -19,545
	Abatement	81,944	0	0	0
	Revenue	<u>6,455</u>	<u>5,000</u>	<u>6,000</u>	<u>1,000</u>
	Tax Levy	\$ 1,764,057	\$ 1,007,286	\$ 986,741	\$ -20,545

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	43.4	43.6	42.1	-1.5
Overtime Hours	1,670.2	0.0	0.0	0.0
Overtime Dollars	\$1,884.75	\$0	\$0	\$0

Department of Administration-Administration & Fiscal Affairs Division personal services have been reduced by \$179,625 to establish a net salary budget that is 90.82% of gross wages. For 1997, the Department of Administration-Administration & Fiscal Affairs Division had a net salary budget that was 93.87% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	6.0	6.0	0.0
Clerical (F)	16.0	16.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	18.0	18.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION**

**UNIT NO. 1151  
FUND: General - 010000**

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

**Administration.** The Director is responsible for coordinating the operations of the divisions comprising the Department of Administration including Procurement, Information Management Services, Fiscal Affairs, County Health Related Programs, Housing and Community Development and Economic Development. The Director is also responsible for the Risk Management Section.

The **Budget Section's** primary responsibilities are budget preparation and budget control for both operations and capital. All budget requests are analyzed and recommendations submitted to the County Executive. Assistance is provided both to the County Executive in preparing and presenting the Executive budget, and to the Finance Committee in its review of the County Executive's recommended budget, including the preparation of budget amendments approved by the Finance Committee and by the County Board. During the year, all appropriation transfer requests are analyzed and a recommendation submitted to the County Executive. In cooperation with the Accounting Section, County departmental accounts are analyzed to determine potential expenditure deficits or revenue shortfalls, with department administrators required to submit a corrective plan of action. Other major duties include (a) the study of all new position requests, with reports and recommendations submitted to County Board committees; (b) fiscal studies for the County Executive and County Board committees, including fiscal impact of legislative bills; and (c) special studies for the County Executive and County Board committees.

**Central Accounting** functions include Accounting Administration, Accounting, Accounts Payable and Payroll. A brief description of the responsibilities of each area follows:

Accounting Administration is responsible for the overall management and coordination of Central Accounting activities; the development of special studies and reports and technical assistance to both Central Accounting and other County departments; and the publishing of the Comprehensive Annual Financial Report and the Single Audit Report.

Accounting is responsible for the timely and accurate preparation of County-wide monthly financial reports; publication of the Comprehensive Annual Financial Report, the State of Wisconsin Financial Report Form, and the Single Audit Report; and development of the indirect cost allocation plan. In addition, Accounting is responsible for adherence to generally accepted accounting principles; the development and maintenance of the County's general ledger system (FIRMS), the fixed-asset system, and the grant system; conducting budget performance reviews on an ongoing basis to identify potential year-end deficits so that these problems can be resolved in a timely manner; and ongoing training and technical assistance to departments.

Accounts Payable is responsible for establishment of County-wide payment procedures, coordination with the Procurement Division, encumbrance of purchases, payment of vendor invoices, development and maintenance of the accounts payable system, and technical assistance to departments. In addition, Accounts Payable monitors payments to ensure that purchasing regulations have been followed by departments and monitors unencumbered appropriation balances to ensure that the County has sufficient appropriations available for each payment.

Payroll is responsible for establishment of County-wide payroll procedures, coordination with the Department of Human Resources, preparation of payroll checks, maintenance of all earnings and deductions records, ensuring that County payroll practices meet Federal, State and contractual requirements, filing of all required Federal and State reports on a timely basis, and the development and maintenance of the payroll system.

**BUDGET HIGHLIGHTS**

- Appropriations are reduced \$100,000 due to elimination of the one-time cost for developing a strategic plan for Milwaukee County. However, in order to utilize unspent 1997 funds, estimated to be \$75,000, the following actions will be initiated: The unspent balance of the \$100,000 appropriation (approximately \$75,000) will be transferred from the Department of Administration-

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
ADMINISTRATION & FISCAL AFFAIRS DIVISION

**UNIT NO.** 1151  
**FUND:** General - 010000

Administration & Fiscal Affairs Division to the Department of Administration-Information Management Services Division (IMSD) during 1997 to purchase equipment included in the 1998 County Executive Recommended MSD budget, including miscellaneous radio spare parts and/or accessories for mobile or portable radios, Local Area Network (LAN) workstations, Records Center shelving, workstations and printer, upgrades for the Graphics Network and various printers. In 1998, a corresponding appropriation will be transferred from IMSD's equipment budget, assuming its approval as part of the 1998 Adopted Budget, to the Fiscal Affairs Division budget to allow continued

strategic planning activities for Milwaukee County. The use of this appropriation will be determined following the completion of a strategic simulation exercise that is now being planned for mid-November, 1997. It is anticipated that strategic planning will continue to be planned jointly by the Executive and Legislative branches of County government.

- Tax levy is reduced \$42,682 as a result of salaries and wages account decreases due to fiscal constraints.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>A. <u>Budget</u></b>				
Budgets Analyzed				
Operating	50	50	45	45
Non-Departmental	51	52	43	43
Capital	16	16	16	16
<b>B. <u>Accounting</u></b>				
Revenue Transactions	125,000	117,690	122,000	122,000
Journal Entries	490,000	438,931	475,000	475,000
Work Authorizations	9,000	6,979	8,200	7,200
<b>C. <u>Accounts Payable</u></b>				
Checks Written	103,000	98,557	100,000	100,000
Encumbrance Transactions	100,000	107,011	100,000	100,000
Payment Transactions	215,000	225,636	215,000	225,000
<b>D. <u>Payroll</u></b>				
Number of Employees' W-2s Processed	11,800	9,365	10,700	9,300
Number of Payroll Items Issued	200,000	184,000	190,000	180,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
**PROCUREMENT DIVISION**

**UNIT NO. 1152**

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administration is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Public Works. The Procurement Division is also authorized to develop standards, prepare specifications, sign and issue contracts and purchase orders, process Request for Proposals, dispose of surplus or obsolete supplies, materials, or equipment by sale or transfer between departments.

Additionally, with the assistance of the Disadvantaged Business Development Division, the Procurement Division provides M/WBE's an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

**OBJECTIVES**

1. Provide County departments, institutions, and agencies technical assistance and other support designed to satisfy procurement needs, resolve vendor performance issues, and add value to their overall operations.
2. If feasible, fully implement the Purchasing Card Program throughout Milwaukee County.
3. Implement an automated information delivery system to electronically distribute solicitation and procurement information to vendors, including notification of proposed awards to vendors by facsimile, as well as certified mail.
4. Continue to use the bid reservation authority of Chapter 32 to increase M/WBE participation in the procurement process and progress toward the 17% goal.
5. Participate as the lead agency in V.A.L.U.E. (Volume Acquisition and Large Uniform Expenditures), a non-profit organization comprised of local government entities in Southeastern Wisconsin and affiliated with the National Institute of Government Purchasing.
6. Pursue all opportunities to automate and streamline purchasing procedures.
7. Participate in implementation of the Automated Budget Accounting and Cost Utilization System (ABACUS) project.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 453,175	\$ 550,835	\$ 547,348	\$ -3,487
Fringe Benefits	144,692	0	0	0
Services	133,560	147,038	145,002	-2,036
Commodities	37,856	12,805	12,805	0
Other Charges	14	0	0	0
Capital Outlay	0	5,706	0	-5,706
Contractual Crosscharges	140,647	15,107	14,834	-273
Abatements	-307	0	0	0
<b>Total Expenditures</b>	<b>\$ 909,637</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>
<b>Total Revenue</b>	<b>\$ 477</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Property Tax Levy</b>	<b>\$ 909,160</b>	<b>\$ 731,491</b>	<b>\$ 719,989</b>	<b>\$ -11,502</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$247,205 to \$978,696. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$251,069, to \$971,058, for a tax levy change of \$-7,638.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Position Equivalent	12.9	13.1	13.0	-0.1
Overtime Hours	66	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

The Department of Administration-Procurement Division personal services have been reduced by \$24,904 to establish a net salary budget that is 95.33% of gross wages. For 1997, the Department of Administration-Procurement Division had a net salary budget that was 96.44% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	5.0	5.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>13.0</b>	<b>13.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION  
 PROCUREMENT DIVISION

**UNIT NO.** 1152  
**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Purchasing Section</u>				
Blanket Order Releases Processed	18,000	18,379	18,000	18,000
Purchase Orders Issued	5,500	5,041	5,500	5,500
Value of Purchase Orders (\$ Million)	\$ 60.0	\$ 79.8	\$ 60.0	\$ 65.0
Departmental Purchase Orders	18,000	13,800	14,000	10,000
Formal Bids Issued	100	171	150	160
Request for Proposals Issued	0	18	20	25
Informal Bids and Quotes Issued	450	421	450	450
General Awards	5,000	3,692	5,000	4,500
<u>Disadvantaged Business Enterprise - GOAL</u>				
Dollar Amount of Procurements				
Awarded to MBE/WBE Vendors	\$ 8,500,000	\$ 1,685,238	\$ 8,500,000	\$ 9,350,000



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

## OPERATING AUTHORITY & PURPOSE

The Information Management Services Division (IMSD) of the Department of Administration consists of ten functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services, Records Management Services, Technical Support Services, Operations Services, Radio Communications Services, Fiscal and Policy Compliance Services, and Administrative Support and Intern Services. Central data processing services for Milwaukee County are authorized by Section 32.64 of the Milwaukee County Ordinances. Section 37.62 authorizes Graphic Reproduction Services. Sections 32.65 and 32.66 authorizes the Records Center and Records Management Services.

## OBJECTIVES

IMSD's mission is to create and sustain business value for Milwaukee County by: 1) identifying opportunities for providing internal support within County departments, 2) providing, operating and maintaining the information, data and telecommunications infrastructure, 3) delivering systems, components and services, and 4) supporting customers and employees. IMSD's mission will be supported by resource planning and management (people, money and time) and administrative activities.

A critical component of IMSD's mission is customer support. A high standard of customer service is expected of each IMSD group. Prompt and quality responses are vital. Components of customer service are: Help Desk (including the CCAP Help Desk), vendor support (including contract management), remote support, on-site support, and disaster recovery support.

To accomplish IMSD's mission, the following objectives are established:

- 1) *Provide effective voice communications services to County departments.* The performance goal of Voice Communications Services will be measured by the following standard: 90% of requests for adds/moves/changes are completed within 14 days, 9% are completed within 21 days and the remaining 1% are contracted out and completed within 21 days.
- 2) *Attempt to reduce the number of report pages printed by at least 10% by promoting the use of online viewing.* This objective is the responsibility of Operations Services.
- 3) *Effectively coordinate vendor services and educate clients in planning for disaster recovery.* This objective is the responsibility of Operations Services.

As directed by the County Board of Supervisors in May, 1997, IMSD will develop and manage the implementation and evolution of Milwaukee County's 5-Year Information Technology Strategic plan; ensure that new projects fit into its evolution as much as possible; develop an appropriate planning and control system to link information technology firmly to the County's short-term and long-range goals; ensure that, for potential information technology projects of any size, internal development versus purchase is compared. The plan identifies six Critical Success Factors for Milwaukee County:

- Establishing a County-wide technical infrastructure by mid-1998
- Providing an accurate, reliable and consolidated Financial/Budget system by early 1999
- Reducing costs through effective use of technology
- Providing accurate, reliable and efficient service to its clients/users
- Reducing redundancy and increasing operational efficiency
- Establishing flexibility to participate in State programs, i.e., W2, KIDS, Courts, Juvenile programs

To accomplish this mission, the following objectives are established:

- 4) *Develop and effectively administer a set of standards that establishes: telecommunications standards; software applications language standards and platform (system architecture) standards; equipment specifications and platforms; system documentation procedures; a corporate data dictionary; file maintenance standards and procedures; and procedures for evaluating departmental systems to ensure that they do not conflict with County-wide needs and that any necessary interfaces are constructed. Facilitate the creation and evolution of standards for development and operations activities, and ensure that the standards are applied appropriately.*
- 5) *Plan the migration to a standard telecommunications transport technology (TCP/IP) for law enforcement's TIME system.* This plan will be the responsibility of Applications Services.
- 6) *Continue the efforts to facilitate sharing of information County-wide by consolidating and upgrading networks, and connecting them to the County's SONET fiber optic ring. It is anticipated that 20% of the technical infrastructure as recommended in the Strategic Plan will be implemented in 1998.*
- 7) *Begin implementation of the standardized information infrastructure (electronic mail, a uniform desktop*

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

- applications suite, and groupware) as recommended in the Strategic Plan. It is anticipated that 20% of the information infrastructure as recommended in the Strategic Plan will be implemented in 1998.
- 8) Complete several anticipated enhancements to the CJIS District Attorney system, Citations system and the link to CCAP.
  - 9) In Applications Services, provide responsive participation to the ABACUS Project. Staff will participate in the upgrade or rewrite of the Genesys System.
  - 10) In Applications Services, effectively manage the capital project effort to install a new Juvenile Information Management System (JIMS) to be used by the Department of Human Services and District Attorney and to be linked to CCAP.
  - 11) In Applications Services, participate in planning for a client server based version of the TIME system used by law enforcement.
  - 12) In Graphics Services, continue the efforts to educate departments and facilitate transmission of documents to its Docutech system for mass production.
  - 13) In Records Management Services, develop a remote access method to enable departments to access its master index of stored documents.
  - 14) As directed by the Civic Network Management Committee, complete the development of and administer the County's Internet presence.
- IMSD will also work to establish appropriate information technology staffing and career paths throughout the organization. To accomplish this objective, IMSD will initiate the following goals or actions:
- 15) Working with the Department of Human Resources, continue the efforts to revitalize information technology human resources County-wide.
  - 16) Provide effective formal and practical application training to its staff to improve flexibility and cross-functioning.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 2,469,930	3,791,950	\$ 4,087,107	\$ 295,157
Fringe Benefits	751,552	0	0	0
Services	4,438,387	5,223,892	5,456,882	232,990
Commodities	216,371	336,921	317,965	-18,956
Other Charges	1,047,688	1,081,154	998,066	-83,088
Capital Outlay	133,660	272,200	130,100	-142,100
Contractual Crosscharges	988,967	1,181,345	1,528,064	346,719
Abatements	-448,954	-658,535	-958,554	-300,019
<b>Total Expenditures</b>	<b>\$ 9,597,601</b>	<b>\$ 11,228,927</b>	<b>\$ 11,559,630</b>	<b>\$ 330,703</b>
Direct Revenue	\$ 951,831	\$ 755,982	\$ 633,390	\$ -122,592
Indirect Revenue	8,645,770	0	0	0
<b>Total Revenue</b>	<b>\$ 9,597,601</b>	<b>\$ 755,982</b>	<b>\$ 633,390</b>	<b>\$ -122,592</b>
<b>Property Tax Levy</b>	<b>\$ 0 #</b>	<b>\$ 10,472,945</b>	<b>\$ 10,926,240</b>	<b>\$ 453,295</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$3,632,366 to \$14,105,311. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$1,497,186, to \$12,423,426, for a tax levy change of \$1,681,885.

# Prior to 1997, IMSD expenditures were completely charged to using departments, resulting in \$0 tax levy within IMSD. The policy charging out IMSD expenditures to using departments was changed in 1997 and IMSD tax levy is now identified within the IMSD budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Information Processing Services	Expenditure	\$ 5,643,590	\$ 7,423,655	\$ 8,095,325	\$ 671,670
	Abatement	295,304	612,039	911,527	299,488
	Revenue	<u>5,347,648</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 638	\$ 6,811,616	\$ 7,183,798	\$ 372,182
Graphics Services	Expenditure	\$ 1,020,894	\$ 793,658	\$ 873,636	\$ 79,978
	Abatement	44,764	0	0	0
	Revenue	<u>977,099</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -969	\$ 793,658	\$ 873,636	\$ 79,978
Voice Communication Services	Expenditure	\$ 2,392,205	\$ 2,245,038	\$ 2,103,753	\$ -141,285
	Abatement	43,835	0	0	0
	Revenue	<u>2,348,033</u>	<u>755,982</u>	<u>633,210</u>	<u>-122,772</u>
	Tax Levy	\$ 337	\$ 1,489,056	\$ 1,470,543	\$ -18,513
Radio Communication Services	Expenditure	\$ 595,920	\$ 1,091,344	\$ 1,045,360	\$ -45,984
	Abatement	7,201	46,496	47,027	531
	Revenue	<u>588,720</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -1	\$ 1,044,848	\$ 998,333	\$ -46,515
Record Management Services	Expenditure	\$ 393,946	\$ 333,767	\$ 400,110	\$ 66,343
	Abatement	57,850	0	0	0
	Revenue	<u>336,101</u>	<u>0</u>	<u>180</u>	<u>180</u>
	Tax Levy	\$ -5	\$ 333,767	\$ 399,930	\$ 66,163

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	62.6	80.9	85.5	4.6
Overtime Hours	5,924.1	2,943.0	3,016.0	73.0
Overtime Dollars	\$111,361	\$80,497	\$84,276	\$3,779

Department of Administration-Information Management Services Division personal services have been reduced by \$357,252 to establish a net salary budget that is 91.24% of gross wages. For 1997, the Department of Administration-Information Management Services Division had a net salary budget that was 89.48% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	29.0	29.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1.0	1.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	23.0	26.0	3.0
<b>TOTAL</b>	<b>69.0</b>	<b>72.0</b>	<b>3.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
System Coordinator	Create	1 position	Network Tech Ser	\$ 65,525
DP Operations Technician II	Create	2 positions	Network Tech Ser	62,422
			<b>TOTAL</b>	<b>\$ 127,947</b>

**DEPARTMENT DESCRIPTION**

The Information Management Services Division (IMSD) of the Department of Administration consists of three areas of focus: Direct Client Services, Indirect Client Services, and Support Services. The Direct Client Services group consists of five functional groups: Applications Services, Network Applications and Technical Support Services, Voice Communications Services, Graphics Services and Records Management Services. Indirect Client Services consists of three functional groups: Technical Support Services, Operations Services and Radio Communications Services. Support Services consists of two functional groups: Fiscal & Policy Compliance Services and Administrative Support and Intern Services.

**Direct Client Services** consists of those groups that provide a majority of their services at the clients' sites.

**Applications Services** provides services to departments relative to development, modification and maintenance of County-wide and multi-department large-scale or complex applications systems, including: the Civil/Criminal Justice Information System (C/CJIS), the Financial Information Resource Management System (FIRMS)—and its impending replacement system, the Payroll/Personnel System and its Year 2000-compliant new release, and the new Juvenile Information Management System (JIMS). Application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits,

development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Applications and Technical Support Services** provides research, purchase assistance, implementation, management and maintenance for local departmental systems, hardware and software; administers the County's information technology standards; and provides County-wide communications, local area network, and desktop support. The group consists of two subgroups: Network Applications Services and Network Technical Support Services.

**Network Applications Services** focuses on the development, implementation, and modification of departmental or local-area-network-specific applications systems. Network application development activities include assisting clients in defining needs, analyzing alternative approaches and costs/benefits, development and modification of systems, training of clients in the use of these systems and continued support of client production systems.

**Network Technical Support Services** focuses on the implementation, management and maintenance of the infrastructure supporting the applications, and provides help desk services for County departments.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

**Voice Communications Services** administers the County's voice communications system, including the County's telephones, cellular and pager programs, and the County's telephone communications environment, systems and equipment. This group assists departments in acquiring additional telephone services, coordinates the installation of departmental telephone and data cabling, and administers the telecommunication system's service contracts.

**Graphics Services** provides high volume copying service and artistic design and forms management. Graphics facilitates and manages contracts for printing services to meet County department requirements for forms, brochures, newsletters and other materials. In 1997, Graphics assumed a new service: coordinating the management of Internet content and presentation consistency for departmental home pages.

**Records Management Services** provides consultation to County departments relative to effective records management (records retention policies, procedures and operations), and administers the central County-wide Records Center which provides off-site storage of departmental records which must be retained due to legal or programmatic requirements, but do not need to be immediately available to departmental staff.

**Indirect Client Services** Divisions are classified as indirect if the majority of their services are not provided at the client site.

**Technical Support Services**, working with the Operations Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group provides short-term and long-range planning in the areas of system capacity, performance improvements, disaster recovery, system security, and software installation and maintenance. The group also ensures mainframe connectivity to other agencies' mainframes and/or data centers, e.g., the State of Wisconsin, and from the Data Center to the point of local area network connection. Lastly, the group provides implementation, management and maintenance of the County's wide area transport infrastructure (the SONET fiber ring and its connection points).

**Operations Services**, working with the Technical Support Services functional group, ensures the smooth operation and seven-day-per-week, 24-hour-per-day availability of the County's enterprise server (mainframe). This group focuses on day-to-day operations (daily, weekly, biweekly, monthly, quarterly and annual job production), day-to-day system performance, equipment maintenance, preservation of environmental controls (generators, heating, cooling, etc.), and physical data center security.

**Radio Communications Services** provides administration of the County's 50-plus Federal Communications frequency licenses, the County's installed radio equipment and transmission facilities, and the conventional and 800 MHZ trunked radio systems. This unit also manages the 800 MHZ Phase II Capital Project.

### Support Services

**Fiscal & Policy Compliance Services** provides overall direction, coordination and planning for effective fiscal management (capital and operating budget preparation and monitoring), and policy compliance (contract monitoring and ensuring responsiveness in reporting to elected officials and other departments as established by policy or County Board action).

**Administrative Support and Intern Services** provides overall support of the division's operating requirements, e.g., recruitment, payroll processing, purchasing management, and clerical support. Intern Services provides part-time individuals in support of the division's other functional groups.

### BUDGET HIGHLIGHTS

- The following increases are directly related to the effective provision of services and the implementation of Milwaukee County's 5-Year Strategic Plan, including the Year 2000 system compliance initiative:
  - Personal Services increases by \$295,157 and Data Processing Professional Services increases by \$138,500 due to IMSD's full-scale effort to execute corrective actions for those systems and hardware that are not Year 2000 compliant. (This effort is in addition to the Capital Project 1873 to achieve compliance in financial and payroll systems.) It is anticipated that these appropriations will permit completion of 50% of the Year 2000 compliance problems during 1998. The Year 2000 initiative will be staffed by Applications Services, Network Applications and Technical Support Services and Technical Support Services. This effort includes the modification or replacement of several key systems (Genesys, FIRMS, District Attorney, juvenile justice, Citations, POSSE, warrants processing, C/CJIS "true name" modifications, Violation of Parole (VOP) modifications, CCAP links and interfaces, TIME, and miscellaneous small systems). The remaining Year 2000 compliance effort will be completed in 1999.
  - Data Processing Education increases \$40,960 due to the need to increase IMSD's staff skills. This training will maximize the ability of in-house staff to

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

UNIT NO. 1160

FUND: Internal Service - 260000

effectively complete Year 2000 compliance activities, and minimize the need for long-term third party data processing services.

- Software decreases \$23,328 due to inclusion of needed software in the ABACUS capital project.
- The Justice Information Systems Division (JISD) is restructured within IMSD. IMSD crosscharges to its internal servicing units reflects IMSD's shared use of management and support personnel that were previously only used by the Justice Information Systems Division (JISD).

• \$65,525 Create 1 System Coordinator

One position of System Coordinator is created at a cost of \$65,525 to provide network applications development support to the County Health Related Programs (CHRP). The System Coordinator will redesign the Paramedic data base and will provide support to other County departments on an "as available" basis.

• \$62,422 Transfer 2 Data Processing Operations Technician II

Two positions of Data Processing Operations Technician II are transferred from the Department of Human Services to IMSD to continue centralization of the data processing function which began in 1997 with the transfer of staff from the Courts and the Department of Public Works. Centralization of the data processing function streamlines the operation and provides for more efficient and effective utilization of available resources. Transfer of these two positions results in no net County-wide tax levy change.

- The 1998 capital improvement budget includes an appropriation of \$1,031,000 for data processing equipment to be purchased as part of the FIRMS Replacement/Year 2000 Transition project (org. 1873). As a continuation of the policy established in the 1997 budget, equipment purchases shall be subject to review and approval of the IMSD Manager. The IMSD Manager will be responsible for reviewing department equipment needs, coordinating equipment purchases, and monitoring equipment after assignment to specific County departments. To provide for 1998 depreciation costs of \$125,000 and interest costs of \$37,800 for the

approximately 400 pieces of equipment to be purchased, the IMSD budget is increased \$162,800, offset by corresponding interest and depreciation abatements in other non-departmental budgets, for a zero County-wide tax levy impact.

- Depreciation accounts decrease \$279,342 as a result of fully depreciating data center and miscellaneous networking equipment in 1997.
- Software Lease and Licenses increases \$191,124 due to uncontrollable vendor maintenance licensing fees.
- The appropriation for DP Maintenance is reduced \$100,000. Because the new CMOS enterprise server comes with a two-year warranty, the need for maintenance for the server is eliminated.
- Private Funding decreases \$109,820 due to the pending completion of Froedtert Memorial Lutheran Hospital's (FMLH) new telephone switch. Upon completion of the new switch, FMLH will no longer use Milwaukee County's telephone services. FMLH will remain on the County's phone switch through the beginning of 1998 due to delays in purchasing their own switch.
- Other Professional Services decreases \$23,700 due to the November, 1997 completion of Milwaukee County's obligation to pay commissions to Property Valuation Associates (PVA).

## GRAPHICS SERVICES

- Computer Software (\$1,000), New Data Processing Equipment (\$7,000), and Data Processing Education (\$1,500) include funding for hardware and software upgrades, as well as staff training, to ensure prompt and quality customer responsiveness, minimize reliance on third party providers for design work and typesetting, and facilitate connectivity with County departments and Graphics Services.

## RECORDS MANAGEMENT SERVICES

- Computer Software includes \$2,970 and New Data Processing Equipment includes \$14,000 to purchase replacement workstations and a printer.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF ADMINISTRATION -  
INFORMATION MANAGEMENT SERVICES

**UNIT NO.** 1160

**FUND:** Internal Service - 260000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>Applications Development</b>				
Systems Needing Year 2000 Compliance (117 County-Wide)	N/A	N/A	0	58
<b>Graphics</b>				
Graphics Xerox Copies	11,000,000	9,991,211	11,250,000	11,250,000
Finishing (Number of Jobs)	N/A	2,554	1,000	2,000
Typesetting/Keyline (Number of Jobs)	1,000	1,118	900	1,000
Specifications (Number of Jobs)	2,500	2,138	2,500	2,100
Forms Control	1,400	1,626	1,400	1,500
Outside Vendor (Number of Jobs)	2,500	1,626	2,500	1,650
<b>Information Processing</b>				
Pages, Laser Printed Reports	17,825,060	12,723,425	18,000,000	14,580,125
Pages, Impact Printed Reports	977,500	1,125,200	650,000	650,000
<b>Network Services</b>				
Personal Computers which need to be upgraded, per 5-Year Strategic Plan (1,572 County-wide)	N/A	N/A	0	314
Network Servers which need to be upgraded per 5-Year Strategic Plan (115 County-wide)	N/A	N/A	0	23
<b>Records Center</b>				
Boxes in Storage	46,068	41,512	59,810	60,000
<b>Telecommunications</b>				
Service Calls	1,584	1,002	1,024	1,134
Adds, Moves and Changes	7,731	7,083	7,468	7,911



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of the Milwaukee County Ordinances, this department has the general responsibility for the negotiations and administration of all collective bargaining agreements, to establish labor relations training programs for supervisory staff, and to conduct on behalf of Milwaukee County all procedures ordered by the Wisconsin Employment Relations Commission, U.S. Department of Labor, or the Wisconsin Department of Industry, Labor and Human Relations. All matters relating to labor relations introduced to the County Board are referred to the Department of Labor Relations for its recommendation.

In addition to the foregoing, this department shall, under the direction of the Personnel Committee, carry out those procedural responsibilities delegated to that committee by Chapter 80 of the Milwaukee County Ordinances, and shall annually, in conjunction with the Department of Human Resources, review the wages, hours and conditions of employment of all employees not represented for purposes of collective bargaining and submit recommendations thereon to the County Board of Supervisors each year for the following year.

**OBJECTIVES**

1. To conclude collective bargaining with Milwaukee County's labor organizations.
2. To administer the new collective bargaining agreements reached with Milwaukee County's labor organizations.
3. To train and inform the supervisors, managers and administrators of Milwaukee County in the proper procedures, methods and practices of labor relations as these practices affect the workplace.
4. To continue to assist user departments in modifying and refining personnel policies which will increase productivity and efficiency of operations.
5. To continue to meet and discuss with the various unions the impact of the proposed Welfare Reform Legislation or reductions in State and Federal funding to Milwaukee County that may result in staffing level reductions.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 275,614	\$ 286,488	\$ 285,299	\$ -1,189
Fringe Benefits	87,309	0	0	0
Services	25,933	50,716	44,808	-5,908
Commodities	4,336	2,965	4,360	1,395
Capital Outlay	4,959	0	0	0
Contractual Crosscharges	37,914	4,785	3,494	-1,291
Abatements	-25,493	0	0	0
<b>Total Expenditures</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>
<b>Property Tax Levy</b>	<b>\$ 410,572</b>	<b>\$ 344,954</b>	<b>\$ 337,961</b>	<b>\$ -6,993</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$87,444 to \$432,398. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$125,116, to \$463,077, for a tax levy change of \$30,679.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	5.0	5.0	5.0	0.0
Overtime Hours	6.9	0.0	0.0	0
Overtime Dollars	\$0	\$0	\$0	\$0

Department of Labor Relations personal services have been reduced by \$23,890 to establish a net salary budget that is 91.79% of gross wages. For 1997, the Department of Labor Relations had a net salary budget that was 95.13% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- None.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF LABOR RELATIONS

**UNIT NO.** 1190

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Labor Contracts Expiring	10	10	0	0
Labor Negotiations (including wage reopeners, fact finding, arbitration, mediation)	24	59	24	24
Hearings - Permanent Umpire	48	54	48	36
Wisconsin Employment Relations Commission and Court Cases	30	2	30	15
Labor Relations Orientation/Training Sessions	25	7	40	40
Meetings - Personnel Matters with County Officials, Department Heads, County Board Committees, Boards, Employees	320	243	320	320
Meetings - Personnel Matters with Unions, Others	340	55	340	340
Available Days for Union Grievances	75	51	75	75



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** INTEREST ON DELINQUENT PROPERTY TAXES

**UNIT NO.** 1900-1133  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 74.47 (3)(d) of Wisconsin Statutes, all interest collected by the County Treasurer on other taxes and special assessments, both prior and subsequent to the

tax sale, shall be retained by the County Treasurer for the use of the County.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Interest and Penalty on Delinquent Property Taxes	\$ 1,224,625	\$ 1,475,000	\$ 1,475,000

Based on generally accepted accounting principles (GAAP), revenue in this account includes accrued interest and penalty earned and received. This revenue fluctuates from year to year, and is dependent on the amount of delinquent tax balances turned over to the Treasurer and how quickly those balances are paid. Interest and penalty decrease when balances are paid more quickly.

Prior years' actual revenue recorded over the last ten years has been as follows:

<u>Year</u>	<u>Amount</u>
1987	\$2,231,835
1988	1,975,401
1989	1,531,653
1990	1,740,595
1991	2,002,413
1992	2,417,290
1993	1,416,635
1994	1,419,460
1995	1,171,648
1996	1,224,625

The 1998 budget recommendation is based on the projection that delinquent tax levies will remain at the same level as 1997 delinquent levies.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** PROPERTY TAX REFUNDS

**UNIT NO.** 1900-8006  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 74.30 of Wisconsin Statutes, a taxation district is required to settle in full with its taxing units for collected and uncollected personal property taxes.

Pursuant to Sections 70.511 (2)(b), 74.33 and 74.35 of the Wisconsin Statutes, a taxpayer may file a claim for refund of property taxes paid if the reviewing authority reduces the value of the property in question.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Property Tax Refunds	\$ 111,823	\$ 125,000	\$ 125,000

This budget consists of two elements: 1) the chargeback of uncollected personal property taxes and 2) refunded/rescinded property taxes.

The County is required to pay taxing jurisdictions for their share of refunded/rescinded claims no later than February 15 of the year succeeding the State's November 15th determination. Prior years' actual expenditures are:

Personal property tax chargebacks for the last five years have been as follows:

<u>Year</u>	<u>Amount</u>
1992	\$ 58,496
1993	221,048
1994	166,448
1995	101,644
1996	99,648

<u>Year</u>	<u>Amount</u>
1992	\$23,197
1993	14,270
1994	6,203
1995	7,891
1996	12,175

Based on actual property tax refunds experienced for prior years, an appropriation of \$125,000 is recommended for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COMMUNITY RELATIONS - SOCIAL DEVELOPMENT COMMISSION

**UNIT NO.** 1900-8256  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to provisions of Section 66.433 of the Wisconsin Statutes and Chapter 77 of the General Ordinances of Milwaukee County, the County Board may appropriate money to defray the cost of operation of the Community Relations - Social Development Commission. The purpose of this commission is to study, analyze, and recommend solutions for the major social, economic, and cultural

problems which affect people residing or working within the County, including without restriction because of enumeration, problems of the family, youth, education, the aging, juvenile delinquency, health and zoning standards, and discrimination in housing, employment, and public accommodations and facilities on the basis of sex, class, race, religion, sexual orientation or ethnic or minority status.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Milwaukee County Share	\$ 0	\$ 0	\$ 117,628
Milwaukee County Share (Tax Levy)	\$ 0	\$ 0	\$ 117,628

- \$117,628 is budgeted for Milwaukee County's local match share required for the Social Development Commission's \$2,783,996 operating budget. This is the amount requested of Milwaukee County by the Social Development Commission.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MISCELLANEOUS LEGAL FEES**

**UNIT NO.1900-8405**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Miscellaneous Legal Fees	\$ 191,986	\$ 75,000	\$ 50,000

The purpose of this account is to provide an appropriation for payment of attorney fees and other legal costs. This account is subject to regular auditing by the Department of Audit. This non-departmental appropriation anticipates paying legal fees related to Moss-American, the Sheriff's lawsuit regarding probation and parole holds and the Mental Health lawsuits. Within this account, provision is made for tracking the costs by lawsuit.

	<u>1996</u> <u>Actual</u>
County Stadium	\$ 92,399
Probation and Parole	39,587
Mental Health	<u>60,000</u>
	\$ 191,986

A breakdown of 1996 legal fees and miscellaneous legal costs is listed in the adjoining column.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** UNCLAIMED MONEY

**UNIT NO.** 1900-4980  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.66 of Wisconsin Statutes, the County Treasurer is to publish a notice of the fact that the Treasurer's Office possesses unclaimed money. If no legal

claim is made within the time specified in such notice, all funds and interest earned are to be turned over to the General Fund of the County treasury.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Unclaimed Money	\$ 1,024,275	\$ 0	\$ 800,000

Under current law, court-related funds become revenue in even-numbered years. Previously, non-court-related funds became County revenue in odd-numbered years; now they will also become available in even-numbered years. In 1994, State law was changed to reduce the holding period

for non-court-related funds from ten years to one year making these funds available in even-numbered years. Based on this change, unclaimed monies of \$800,000 are anticipated for 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ETHICS BOARD

UNIT NO. 1905  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

On February 11, 1975, the County Board of Supervisors created Chapter 9 of the General Ordinances of Milwaukee County. This chapter establishes a Code of Ethics (Section 9.05) and a Board of Ethics (Section 9.07) which shall adopt guidelines and procedures necessary to carry out the provisions of the ordinance. The Board consists of six residents of Milwaukee County appointed by the County

Executive and confirmed by the County Board. The County Executive appoints, subject to confirmation by the County Board, an Executive Director who shall perform such duties as the Board assigns to him/her. The County Board shall provide such additional personnel as may be required in the administration of this Chapter.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Ethics Board	\$ 32,947	\$ 28,805	\$ 28,403

An appropriation of \$28,403 is provided to maintain the same level of service as provided in prior years.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** REVOLVING BAIL FUND PROJECT

**UNIT NO.** 1906  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Revolving Bail Fund Project	\$ 30,000	\$ 40,000	\$ 40,000

**BUDGET HIGHLIGHTS**

- The Revolving Bail Fund began in November, 1991 as an effort to reduce jail population by providing a revolving loan program for pretrial detainees unable to pay bail of \$1,000 or less.
- Funding provided in 1997 included \$25,000 for the services of a low bail fund officer and \$15,000 as the County contribution to the revolving loan pool.
- For 1998, Wisconsin Correctional Services, which administers the fund for the Benedict Center, requested a change in the distribution of the funding to the Revolving Bail Fund. WCS requested and received approval from the Benedict Center oversight committee
- to alter the distribution of funding to provide for a permanent part-time position to assist the case manager of the Revolving Bail Fund. 80% of funding, or \$32,000, will be provided for staff support. The remaining \$8,000 will be added to the existing Bail pool. This distribution will support the 1.5 staff positions and provide the checking account with enough new funding to keep it ahead of forfeitures.
- The Benedict Center shall report to the Justice System Review Coordinator to administer the grant under the direction of the Chief Judge.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>					
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Program Activities:					
Borrowers	90	137	150	150	0
Average Bail	\$526	\$417	\$420	\$420	\$0
Average Revolving Bail Fund Loan	\$268	\$225	\$250	\$250	\$0
Total Loans	\$24,116	\$30,852	\$35,000	\$35,000	\$0
Failure to Appear Rate	23%	26%	20%	20%	0%
Forfeited from Revolving Bail Fund	\$5,540	\$6,360	\$7,000	\$7,000	\$0
Bed Days Saved	2,070	2,372	2,400	2,400	0
Estimated Detention Costs Saved	\$181,125	\$207,550	\$210,000	\$210,000	\$0

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY HISTORICAL SOCIETY

UNIT NO. 1900-8266  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.56(5) of the Wisconsin Statutes, the County Board may appropriate money to any local historical society incorporated under Section 44.03 located in the County for the purpose of collecting and preserving the records and salient historical features of the County. This unit maintains the historical exhibits of the Milwaukee County Historical Society and assists with other phases of

the program. Funds provided to subsidize the operation of the Society are used to employ a director and associate staff. The Society acts as custodian for non-current County records. The County appropriates funds for use by the Society pursuant to an agreement approved by the County Board of Supervisors on December 14, 1965, and renewed on May 16, 1988.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Property Tax Levy Contribution to County Historical Society	\$ 291,118	\$ 291,118	\$ 291,118

## OVERVIEW OF OPERATION

The Historical Society's total operating budget for 1998 amounts to \$552,269, with \$261,151 to come from private, non-County funds. Sources include: membership fees (individual and corporate), bequests, gifts, grants, income from invested funds, and sales and receipts from public programs.

Following are examples of some of the Historical Society's program activities:

1. Estabrook Park Building Restoration: During 1996, the Society's Friends organization sponsored a fund-raising appeal for the restoration of the Kilbourntown House in Estabrook Park. Over \$16,000 was raised for this purpose and a matching sum from the Parks Department amenities fund provided a new roof, a new furnace and air conditioning system, replacement of the porch and major repairs to exterior wood siding.
2. Billboard Publicity: The Historical Society is one of 16 community cultural organizations to participate in a program of public billboard advertising under the theme "What's Milwaukee Made of?" Rotating every two or three months at 15 locations throughout Milwaukee County during 1997 and 1998, these promotions will help expand attendance at, and services by, the participating organizations.
3. Museum Houses: The Society continues to operate three museum houses in addition to its central facility downtown. These are: Kilbourntown House in Estabrook Park (Shorewood); Lowell Damon House (Wauwatosa); and the Jeremiah Curtin House (Greendale). All are open to the public, either year-round or on special summer schedules.

4. County Landmarks Program: Since 1976, the Society has operated, under County ordinance, a landmark recognition program for areas of Milwaukee County outside of the City of Milwaukee. Some 83 sites have been designated as landmarks, including three selected in 1996.
5. Major Fund Raising Event: The annual antique show and sale will once again be held at the Grain Exchange Room in October, 1997. This event is a major source of funding for support of Society operations.
6. Research and Reference Services: Statistics for reference services expanded significantly in 1996 and continue to increase during the first five months of 1997. In 1996, total use of all types was up 8.7% over the previous year and in-person use of the library facilities was up 11.2%. In 1997 there has been a 31.4% increase in in-person use over a similar period in 1996 and a 12.4% increase in overall usage (in-person, plus telephone and mail inquiries).
7. Internship Program: Through financial support provided by the former Auxiliary organization of the Society, an internship program has been established through Mount Mary College to have students work on museum fashion collections (preparation of exhibits, care of the collection and study purposes).
8. Increased Membership Support: The organization in 1991 of a "Friends" group for the Society has significantly increased membership and programs. During 1996, the Friends sponsored six public programs. Financial support generated by the Friends' activities (and from the Old World Third Street Association through "Riversplash" events) help support Society programs and activities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HISTORICAL SOCIETY**

**UNIT NO. 1900-8266**  
**FUND: General - 010000**

9. Changing Exhibit Program: In 1996, fifteen short-term changing exhibits were developed for the museum program. These focus on topical or seasonal subjects of historic significance, or other matters of local significance.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1994</u> <u>Actual</u>	<u>1995</u> <u>Actual</u>	<u>1996</u> <u>Actual</u>	<u>5 Months</u> <u>1997</u>
Meetings/Public Programs	18	19	13	6
Organizational Members	1,229	1,175	1,115	1,113
Research Requests:	4,356	4,317	4,695	2,317
Library - In Person	2,049	2,020	2,248	1,234
Telephone	1,628	1,613	1,912	829
Mail	679	684	535	254
Public Attendance	66,250	67,100	68,650	34,600
Guided Tours:				
Historical Center	155	142	161	42
Period Homes	212	198	75	33
Accessions:				
Library	129	133	131	56
Museum	191	128	151	286
Pages of Publication	275	275	38	20
Staff Program Presentations		35	41	25
Slide Shows	18	6	8	8

The County Historical Society spends the County's contribution as follows:

	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Personal Services	\$ 223,034	\$ 222,687	\$ 222,687
Space and Utilities	65,156	65,503	65,503
Office and Administrative Supplies	<u>2,928</u>	<u>2,928</u>	<u>2,928</u>
Total Expenditures	\$ 291,118	\$ 291,118	\$ 291,118

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SISTER CITIES INTERNATIONAL

**UNIT NO.** 1910  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Sister Cities International	\$ 10,000	\$ 10,000	\$ 10,000

This appropriation is for the support of Milwaukee County's sister community relationships. Grants have been received from Sister Cities International (SCI) and this appropriation

is to continue the worthwhile relationship with SCI in anticipation of dividends for the people of sister city communities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** GREATER MILWAUKEE CONVENTION & VISITORS BUREAU

**UNIT NO.** 1900-8255

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.56(10) of the Wisconsin Statutes, the County Board may appropriate funds to advertise the advantages, attractions and resources

of the County and to conserve, develop and improve the same. Any county may cooperate with any private agency or group in this work.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Greater Milwaukee Convention & Visitors Bureau	\$25,000	\$25,000	\$50,000

This appropriation represents Milwaukee County's support of the Greater Milwaukee Convention and Visitors Bureau, Inc. The major function of the bureau is the promotion of the County as a major tourist and convention community.

Greater Milwaukee Convention and Visitors Bureau services include:

- Listing of all County facilities, events and attractions in 250,000 Official Visitor Guides, 10,000 Meeting Planners Guides and 5,000 Group Tour Manuals.
- A listing of all County sponsored events in the bi-monthly Calendar of Events -- 300,000 produced and distributed annually.
- Participating in all Bureau sponsored events, i.e., membership exchanges, education seminars, National Tourism Week events, Visitor Choice Awards Program.
- Travel writer support and sponsored programs.
- Two full-time representatives in Washington, D.C. and a full-time representative in Chicago, Illinois, actively selling Milwaukee County and its facilities to association executives.
- The development of targeted direct mail programs to reach and sell these markets to Milwaukee County.
- Production and placement of press releases, feature articles and stories in local, regional and national media to increase exposure of, and interest in, Milwaukee County.

- Operation of three Visitor Information Centers providing the traveling public information on Milwaukee County.

For 1998, an increase of \$25,000 is budgeted for the Tourism Employment Connection program (TEC). With the new and planned developments in the hospitality industry, such as the new Museum Center, the Milwaukee Art Museum addition, RiverWalk, Miller Park and the Midwest Express Center, it is projected that more than 5,000 new jobs will be created by these and other related developments over the next five years. Because the tourism industry is a field that has low barriers to gaining employment and because there is an increasing demand for entry-level workers, the GMCVB is establishing the Tourism Employment Connection program. The GMCVB will marshal it's contacts, resources, and industry knowledge in collaboration with community groups and agencies to move at-risk adults to full employment participation in our community. This program is an outgrowth of the GMCVB's work during the past year with the MPS School-to-Work initiative which has exposed high school students to potential career tracks and skills required for entry-level jobs in the tourism industry. The goals of the TEC are to build interest in careers within the tourism industry, facilitate the transfer of basic industry skills and connect job seekers with open positions. The overall program cost is \$125,000. The \$25,000 increase from the County will be directly applied to these costs. The remaining \$100,000 will be underwritten by the Bader Foundation, Spirit of Milwaukee and GMCVB.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CIVIL AIR PATROL

**UNIT NO.** 1913

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.07(87) of the Wisconsin Statutes, the County Board may appropriate funds or donate property and equipment to Civil Air Patrol

units in the County for the purpose of enabling such Civil Air Patrol units to perform their assigned missions and duties as prescribed by U.S. Air Force regulations.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Civil Air Patrol	\$ 4,594	\$ 6,800	\$ 6,800

**EXPENDITURES:** The Civil Air Patrol has been utilizing a County owned hanger on lease to Youth & Aviation, Inc., at 9393 West Appleton Avenue, Timmerman Field and the second floor of the Tower Building at Timmerman Field and

the County has been providing appropriations for the utility costs (heat, light, insurance and telephone) of these facilities. The County will continue to provide office and hanger space at Timmerman Field.

<b>REVENUES:</b>	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Milwaukee County	6,800	6,800	6,800	6,800
Airport Division (Org. 5040)	2,000	2,000	2,000	2,000
Youth & Aviation, Inc.	1,000	1,000	2,000	2,000
Johnson Wax Foundation	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>TOTAL</b>	<b>11,800</b>	<b>11,800</b>	<b>12,800</b>	<b>12,800</b>

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Actual</u>	1996 <u>Budget</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Meetings	365	365	365	365
Number of Organizational Members	775	775	780	780

Civil Air Patrol mission activities include:

1. A national program of aerospace education for adults and youths.
2. Participation in disaster emergency services, nationally and locally.
3. Cooperation with, and support of, Civil Defense and American Red Cross disaster and relief programs.
4. Participation in all search and rescue missions authorized by the U.S. Air Force and Coast Guard.
5. Flying shore patrol for the boating public as authorized by the U.S. Coast Guard.
6. Assist the U.S. Customs Service and DEA by patrolling in aircraft to detect illegal drug activity and marijuana fields and reporting such activity to the U.S. Customs Service.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**  
**FUND: General 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the War Memorial Center. The Milwaukee County War Memorial Center is situated at the south end of Lincoln Memorial Drive, overlooking Lake Michigan, and is directly adjacent to County park land. The facility is home to the Milwaukee Art Museum which boasts major cultural exhibits,

including the Peg Bradley Collection. In addition, cultural agencies and major service groups such as the Florentine Opera, Rotary Club, Kiwanis, and national and State headquarters of veterans' organizations, and the War Memorial Center itself, maintain their administrative offices in the Center. To maximize utilization of the facility, it is available for general use by the public, use by veterans' groups, arts groups, and civic groups. "Honoring the Dead by Serving the Living" is the motto of the Corporation.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Expenditures</u></b>			
<i><u>War Memorial Center</u></i>			
Personal Services	\$ 486,142	\$ 512,199	\$ 512,199
Professional Fees	72,916	71,900	67,400
Advertising and Promotion	4,936	5,657	5,657
Meetings, Travel and Auto Allowance	1,296	1,300	1,325
Space and Utilities	668,475	552,863	596,415
Office and Administrative Supplies	20,977	12,500	12,500
Major Maintenance	10,982	0	0
Subtotal War Memorial Center	\$ 1,265,724	\$ 1,156,419	\$ 1,195,496
<i><u>Milwaukee Art Museum</u></i>			
Program Development	\$ 83,700	\$ 83,700	\$ 83,700
Fine Arts Insurance	52,500	52,500	52,500
Security	415,518	427,029	427,029
Custodial	64,096	64,096	64,096
Subtotal Milwaukee Art Museum	\$ 615,814	\$ 627,325	\$ 627,325
<b>Total Expenditures</b>	<b>\$ 1,881,538</b>	<b>\$ 1,783,744</b>	<b>\$ 1,822,821</b>
<b><u>Revenues</u></b>			
Office, Hall, Grounds and Room Rent	\$ 154,616	\$ 146,344	\$ 136,823
Equipment Rental and Miscellaneous Revenue	62,109	58,700	55,356
Parking Revenue	256,269	261,700	123,925
Commissions, Food, Liquor and Other	8,544	6,000	5,520
<b>Total Revenues</b>	<b>\$ 481,538</b>	<b>\$ 472,744</b>	<b>\$ 321,624</b>
<b>Property Tax Levy</b>	<b>\$ 1,400,000</b>	<b>\$ 1,311,000</b>	<b>\$ 1,501,197</b>

**BUDGET HIGHLIGHTS**

- Expenditures increase \$39,077, due primarily to the following reasons:
  1. In 1997, expenditures were reduced for gas usage based on a study which projected savings due to installation of new boilers and lower gas rates. The lower gas rates were not put into effect until March, 1997, and projected efficiencies of the new boilers have not been fully realized. An increase of \$34,552 is projected for 1998.
  2. Prior to January 1, 1997, the WMC was charged a flat annual rate of \$4,000 for water and sewer usage. The Parks Department charge is now

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: WAR MEMORIAL CENTER**

**UNIT NO. 1914**

**FUND: General 010000**

calculated on actual usage and is estimated to be \$13,000 in 1998.

- The construction of the Calatrava Addition to the Milwaukee Art Museum has the following revenue impact on the War Memorial Center:

Parking Revenue	\$(137,775)
Rental	(10,649)
China Rental/Caterer Fees	(3,344)
<u>Liquor/Commission</u>	<u>(480)</u>
Total Revenue Reduction	\$(152,248)

- The County Board of Supervisors adopted Resolution File No. 95-689 on March 21, 1996, that approved a memorandum of understanding between the County and War Memorial Center, Inc. (WMC) on behalf of the Milwaukee Art Museum (MAM) which provides for a fixed level of operating support of \$627,325 for security, custodial services, fine arts insurance and educational programming support for the years 1996 through 2002. This guaranteed funding of \$627,325 is provided to the WMC on behalf of the MAM to assist the MAM in raising private support for facility expansion and additional endowment funds to support expanded programming.

**ACTIVITY & STATISTICAL SUMMARY**

	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Attendance</u>				
Memorial Hall	42,000	33,264	43,000	30,603
4th Floor Meeting Rooms	16,000	10,252	17,000	9,432
Fitch Plaza	11,000	6,315	11,000	5,810
Veterans Memorial Gallery	900	480	900	480
Milwaukee Art Museum	200,000	183,831	200,000	200,000
<u>Special Events</u>				
Lakefront Festival of Arts	50,000	50,000	50,000	50,000
Fireworks July 3	450,000	450,000	450,000	450,000
Circus Parade	150,000	150,000	150,000	150,000
Other - North Grounds	<u>1,000</u>	<u>440</u>	<u>1,000</u>	<u>1,000</u>
	920,900	884,582	922,900	897,325
<u>Number of Events</u>				
Memorial Hall	250	239	275	220
Catered Dinners	150	171	175	157
Meetings - 4th Floor Rooms	1,100	823	1,200	757
Art Classes - 4th Floor Rooms	850	792	850	800
Fitch Plaza	25	15	25	13
Veterans Memorial Gallery	12	7	12	10
Runs	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>
	2,390	2,049	2,540	1,959

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** VILLA TERRACE

**UNIT NO.** 1915  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., operates Villa Terrace, a museum of the decorative arts located at 2220 North Terrace Avenue. The gracious, Italian Renaissance-style home is richly decorated with antiques and retains almost all of its original fixtures dating back to the 1920s.

The rear terrace area which overlooks the lake extends down a bank to a large, formal garden area fronting on Lincoln Memorial Drive. The facility is available to the general public to enjoy through tours and private rentals. Admission is charged during public visiting hours. When not open to the public, the facility is available for rental per policies established by the Board of Directors.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Expenditures</u></b>			
Personal Services	\$ 92,008	\$ 97,672	\$ 101,072
Professional Fees	11,279	11,879	12,879
Advertising and Promotion	2,329	2,500	4,500
Space and Utilities	39,496	36,102	36,102
Office and Administrative Supplies	1,793	2,740	4,740
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 146,905</b>	<b>\$ 150,893</b>	<b>\$ 159,293</b>
<b><u>Revenues</u></b>			
Admissions	\$ 11,115	\$ 12,000	\$ 16,100
Rentals	30,897	34,000	38,300
<b>Total Revenues</b>	<b>\$ 42,012</b>	<b>\$ 46,000</b>	<b>\$ 54,400</b>
<b>Property Tax Levy</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>	<b>\$ 104,893</b>

**BUDGET HIGHLIGHTS**

- Expenditures increase \$8,400 due to a more aggressive marketing program and additional funding for custodial and security services based on projected increases in rentals and museum sponsored programs.
- The operations of the Villa Terrace and Charles Allis Art Museum were combined in 1996. This restructuring allows for collaborative programming and marketing of both museums. Based on this effort, revenues increase \$8,400.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b><u>Attendance</u></b>				
Museum Visitors (Museum open 5 afternoons)	3,600	3,373	3,600	4,500
Meetings, Dinners, Receptions, Concert Rentals	6,000	6,234	6,000	5,500
Wedding Ceremony Rentals	5,500	5,487	5,500	5,500
Tours Conducted by Volunteers	600	565	600	800
Concerts/Student Recital*				1,200
Special Events including Theatre Performances*				900
Photography Sessions (Commercial and Weddings)*				400
<b>Total Attendance:</b>	<b>15,700</b>	<b>15,659</b>	<b>15,700</b>	<b>18,800</b>

\*New Categories for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MARCUS CENTER FOR THE PERFORMING ARTS

**UNIT NO.** 1916  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc., presently operates the Milwaukee County Ben and Ceil Marcus Center for the Performing Arts (MCPA) formerly known within the community as the Performing Arts Center. The center was built with private money in 1969 and deeded to Milwaukee County as a public trust for the preservation and enrichment of the performing arts, including drama, music and dance.

The facility is home to the Milwaukee Symphony, Milwaukee Ballet, Florentine Opera, Milwaukee Youth Symphony, First Stage Milwaukee, and other performing arts groups. The MCPA is located at 929 North Water Street. In addition to the MCPA providing a first class facility for concerts, the Center supports a number of community concerts and activities year-round, including ethnic and cultural festivals including Martin Luther King Day celebration, and offers the twelve week Rainbow Summer Festival.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 4,054,216	\$ 3,650,645	\$ 4,018,364
Revenues	2,554,216	2,150,645	2,518,364
Property Tax Levy	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000

**BUDGET HIGHLIGHTS**

- The County Board of Supervisors adopted a resolution [File No. 93-283 (a)(a)] on May 20, 1993 that approved a memorandum of understanding between the County and the Marcus Center for the Performing Arts (MCPA) which provides for a fixed level of operating support of \$1.5 million for the years 1994 through 1998.
- The MCPA will continue to provide quarterly reports and an annual budget request in accordance with past practice.

<b>ACTIVITY AND STATISTICAL SUMMARY</b>						
	1996 Actual		1997 Estimate		1998 Projected	
	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>	<u>Events</u>	<u>Attend.</u>
Performances/						
Public Events	770	646,118	733	604,260	775	697,500
Private Events	1,478	115,313	1,209	75,715	1,600	102,000
Sub-Total	2,248	761,431	1,942	679,975	2,375	799,500
Rehearsals, Estimate	<u>580</u>	<u>64,344</u>	<u>433</u>	<u>36,775</u>	<u>590</u>	<u>34,000</u>
Totals	2,828	825,775	2,375	716,750	2,965	833,500

**1998 BUDGET REQUEST**

**DEPT: MILWAUKEE COUNTY AUTOMATED LAND INFORMATION SYSTEM**

**UNIT NO. 1923**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 15.105(16), 16.971, 20.505(4)(im) and 59.72 of the Wisconsin Statutes and County Board Resolution File 90-707(a), approved on November 8, 1990, the Milwaukee County Automated Land Information System may design, develop and implement a land information system integrating property and ownership records with U.S. Public Land Survey referenced parcel-identified boundary information; prepare boundary-referenced parcel property maps suitable for producing accurate land title or survey boundary line information; and prepare maps of documented accuracy suitable for local planning. Pursuant to Section 59.43, funding for a land information office, modernization of land records and the State of Wisconsin Land Information

Program and Board is collected via a six-dollar surcharge on the County's existing four dollar Recording Fee. The additional six-dollar surcharge is split, with four dollars designated for the Milwaukee County Automated Land Information System (Org. 1923), and two dollars for the State Land Information Board. The County continues to retain its four dollar share of the Recording Fee.

Previous Register of Deeds Recording Fees	\$ 4
Fee for MCAMLIS	4
Fee for State Land Information Board	<u>2</u>
	<b>\$10</b>

<b>BUDGET SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Services	\$ 491,374	\$ 635,000	\$ 649,000	\$ 14,000
Contractual Crosscharges	3	15,000	1,000	-14,000
Abatements	-1,664	0	0	0
<b>Total Expenditures</b>	<b>\$ 489,713</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Encumbrances	\$ 308,902	\$ 0	\$ 0	\$ 0
<b>Total Expenditures &amp; Encumbrances</b>	<b>\$ 798,615</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
State Grants	\$ 138,500	\$ 100,000	\$ 100,000	\$ 0
Sewer District & Utility Contributions	50,000	50,000	50,000	0
Recording Fee Surcharge	574,328	500,000	500,000	0
<b>Total Revenue</b>	<b>\$ 762,828</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>	<b>\$ 0</b>
Contribution to Reserve Account	273,115	0	0	0
<b>Property Tax Levy</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- This appropriation provides 1998 expenditure authority of \$650,000 for the Automated Land Information System. Revenue of \$500,000 is projected to be collected from recording fees collected by the Register of Deeds earmarked for land information modernization by Section 59.88(5) Wisconsin Statutes, and \$100,000 is expected to result from grants to be awarded to the County by the Wisconsin Land Information Board. Additional revenue of \$50,000 will result from an annual payment to be made by the Milwaukee Metropolitan Sewerage District. Contributions to this project from the private utilities, Ameritech, Wisconsin Electric and Wisconsin Gas, of \$520,000 each, were completed in 1994. Milwaukee County is not required to provide tax levy dollars.
- Expenditure authority of \$650,000 is comprised of \$598,000 to continue to develop the automated base map and parcel-based land information system as provided for in the plan approved by the County Board, \$50,000 for surveying services provided by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in performance of its duties as the Milwaukee County Surveyor under the requirements of Section 59.60 Wisconsin Statutes, \$1,000 to obtain subdivision and map survey prints from the Register of Deeds, and \$1,000 for meetings and travel expense.
- Work on the initial automated base map is scheduled to be completed in 1998. At that time, an ongoing maintenance effort will be requested to ensure that the automated base map is kept up to date. Subsequently, the automated mapping base may be enhanced by the creation of additional layers of information useful to county and local government.
- A decrease of \$14,000 in Contractual Charges is due to a reduction of \$14,000 in the crosscharge from the Register of Deeds due to actual experience in 1996 and in 1997.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CHARLES ALLIS ART MUSEUM

**UNIT NO.** 1928  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 45.058 of the Wisconsin Statutes and in accordance with agreements between Milwaukee County War Memorial Center, Inc., and the County of Milwaukee, Milwaukee County War Memorial Center, Inc. operates the Charles Allis Art Museum, located at 1630 East Royall Place, which was the home of a wealthy Milwaukeean who collected a vast quantity of museum-quality artifacts. The building and its contents were originally donated to the City of Milwaukee in 1946 and operated under the auspices of the Public Library System. In 1979, this priceless community asset was transferred to the War Memorial

Corporation, again to be held in the public trust. The exhibits offer a rare insight into art from all over the world. Public programming includes monthly changing art exhibits featuring primarily Wisconsin art, regularly scheduled concerts, films, workshops, an annual youth concert series and special events such as the Morning Glory Crafts Fair. Public tours, gallery talks, artist demonstrations and special programs such as Talks and Teas and Travelogs are also offered. Community groups, civic, cultural, veterans and private organizations use the facilities regularly.

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
<u>Expenditures</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Personal Services	\$ 117,428	\$ 133,112	\$ 133,112
Professional Fees	9,379	5,500	5,500
Advertising and Promotion	12,077	11,800	11,800
Meetings, Travel and Auto Allowance	729	600	600
Space and Utilities	48,966	42,899	42,899
Office and Administrative Supplies	12,330	7,300	7,300
Major Maintenance	0	0	0
<b>Total Expenditures</b>	<b>\$ 200,909</b>	<b>\$ 201,211</b>	<b>\$ 201,211</b>
<u>Revenues</u>			
Admissions	\$ 11,754	\$ 16,000	\$ 16,000
Rentals	20,359	16,500	16,500
Interest Income From Charles Allis Trust Fund	12,585	12,500	12,500
<b>Total</b>	<b>\$ 44,698</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Property Tax Levy</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>

<b>ACTIVITY AND STATISTICAL SUMMARY</b>			
	1996	1997	1998
<u>Attendance</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
General Museum Attendance (includes Art Openings and Fairs)	18,324	17,720	17,000
Sunday Tours	385	200	425
Art Programs	448	400	270 *
Concerts	190	500	500
Film Programs	1,061	500	500 *
Tours, Contracted	472	400	550
Meetings, Art Groups	523	480	250 *
Special Events (Outreach)	688	1,200	350 *
Volunteer Activities	799	1,200	900
Private Events (Retreats, Receptions, Weddings, Seminars)	1,235	1,700	600 *
Civic and Cultural Activities	4,177	1,800	1,000 *
Planning Meetings and Appointments	1,100	680	550
<b>Total Attendance</b>	<b>29,402</b>	<b>26,780</b>	<b>22,895</b>

\* 1998 attendance figures are based on reduced usage due to construction of the Coach House Expansion with completion scheduled for Spring, 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: OFFSET TO INTERNAL SERVICE CHARGES**

**UNIT NO. 1930**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
<u>Expenditures</u>			
Offset to Service Departments Charges	\$ -38,225,519	\$ -26,831,619	\$ -25,055,184
<u>Revenue</u>			
Offset to Service Departments Revenue	<u>-38,225,519</u>	<u>-24,060,483</u>	<u>-24,940,901</u>
<b>Property Tax Levy</b>	\$ 0	\$ -2,771,136	\$ -114,283

The purpose of this non-departmental budget is to reduce total County expenditures and revenues by the amount of charges from internal service fund departments to other County departments. Without this adjustment, total County expenditures and revenues would be overstated.

The \$-24,940,901 of expenditure and revenue offsets reflect the charges from the following departments to other County departments:

1150 - Dept. of Administration - Risk Management	\$ -5,710,950
1160 - Dept. of Administration - Information Management Services*	\$ 0
5070- Public Works Professional Services Division	\$ -7,065,232
5330 - Public Works - Fleet Maintenance	\$ -7,914,261
5700 - Public Works - Administration and Facilities Management	\$ <u>-4,250,458</u>
<b>Total</b>	\$ -24,940,901

The second part of this budget is the tax levy impact of undistributed crosscharges from the departmental budgets. At the Adopted level, crosscharges from an internal service or enterprise department to using department are analyzed to make sure that both budgets reflect the same amount. However, miscommunications between departments at the requested level or last minute changes to budgets at the

recommended level may result in some crosscharges being over or under charged out., The crosscharge discrepancies are offset in this budget so that total County expenditures and revenues are not over or understated. The 1998 recommended budget includes the following undistributed crosscharges: \$-114,283 for DPW charges.

	<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
Offset to Service Departments Charges	\$ -24,940,901	\$ -24,940,901	\$ 0
Undistributed Crosscharges	<u>-114,283</u>	<u>0</u>	<u>_____</u>
<b>Total</b>	\$ -25,055,184	\$ -24,940,901	\$ -114,283

• In 1997 a change in budgeting policy eliminates the allocation of IMSD charges to departmental budgets. However, to recover direct revenues associated with

these charges, IMSD will continue to provide users the cost of its services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CHARGES TO OTHER COUNTY ORGANIZATION UNITS

**UNIT NO.** 1900-8820

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Charges to Other County Organization Units	\$-7,785,051	\$0	\$0

This budget represents the offset to Central Service costs allocated to departments in order to show the full cost of operating a department. Beginning in 1997, the Central Service Allocation (account 6779) was not included as an expenditure in department's operating budgets. The Central Service Allocation will continue to be developed by Central Accounting and sent to departments. Departments receiving grant revenues, indirect revenues (internal service fund departments) or outside (direct) revenues will include the Central Service Allocation amounts when seeking reimbursement.

The Central Service allocation amounts for the 1998 budget are based upon the 1998 Cost Allocation Plan. The 1998 Plan uses 1996 actual costs as its basis and includes a carryover provision for the difference between the 1996 Plan (which was based on 1994 actual costs) and 1996 actual costs. Reflecting the 1996 carryover in the 1998 budget increases charges to those departments that were undercharged in 1996 and reduces charges to those departments that were overcharged in 1996.

The Central Service Allocation for 1998 reflects the prorated cost for the following:

	<u>1998 BUDGET</u>
Department of Human Resources	\$2,859,926
Department of Audit	1,288,852
Procurement	888,061
Accounts Payable	597,281
Treasurer	576,324
Payroll	592,457
Labor Relations	425,479
County-Wide Audit	141,561
Carryover	-407,182
Accounting	523,295
Budget	<u>713,374</u>
<b>TOTAL</b>	<b>\$8,199,428</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**

**FUND: General - 010000**

ALLOCATION BREAKDOWN

	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Budget</u>
1000 County Board	\$ 40,287	\$ 38,871
1011 County Executive - General Office	10,268	9,989
1015 County Executive - Emergency Government	10,879	6,127
1018 County Executive - Office on Handicapped	5,537	5,182
1020 County Executive - Intergovernmental Relations	3,753	4,022
1021 County Executive - Veterans Service	4,214	4,761
1106 DOA - Department of Economic Development	10,841	9,852
1111 DOA - Housing and Community Development	78,087	70,104
1117 DOA - Rent Assistance	165,061	107,103
1130 Corporation Counsel	20,003	22,868
1150 DOA - Risk Management	39,287	43,705
1151 DOA - Administration and Fiscal Affairs	28,034	41,701
1160 DOA - Information Management Services	162,255	159,901
2000 Combined Court Related Operations	485,982	451,718
2430 Child Support Enforcement	97,918	88,211
3010 Election Commission	4,990	8,708
3270 County Clerk	12,377	15,339
3400 Register of Deeds	24,205	38,579
4000 Sheriff	673,158	718,429
4190 Medical Examiner	35,063	37,001
4300 House of Correction	326,467	335,099
4500 District Attorney	110,863	132,422
5040 Airport	227,736	264,429
5070 DPW Professional Services	249,753	186,214
5100 Highway Maintenance	101,284	94,042
5330 Fleet Maintenance	239,113	245,587
5600 Milwaukee Transit System	210,046	160,237
5700 DPW Administration/Facilities Management	393,662	362,553
5900 User Side Subsidy	32,697	24,481
6800 DHS - Mental Health Division	1,123,174	1,014,753
7100 JLDH Transition Team	0	146,578
7200 County Supported Health Programs	0	180,315
7900 Department on Aging	219,794	192,872
8000 Department of Human Services	1,467,525	1,356,494
9000 Parks Department	1,164,644	1,239,197
9500 Zoo	409,634	372,957
9910 University Extension Service	<u>6,116</u>	<u>9,026</u>
Total Charges to Other Organizational Units	\$8,194,707	\$8,199,427

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** ALTERNATIVES TO INCARCERATION

**UNIT NO.** 1940  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Alternatives to Incarceration	\$ 1,682,382	\$ 1,737,775	\$ 55,393

In 1996, the County Board of Supervisors adopted File No. 96-273 which authorized and directed that the Wisconsin Correctional Services and In-House Correctional Services contracts relating to the operation of the Intake Screening Center and the population levels of the Jail and House of Correction be transferred from Combined Court Related Operations to the jurisdiction of the Sheriff's Department.

This transfer was made to provide the Sheriff with tools to assist with the management of the Jail and to ensure the continued unhampered future operation of these programs. For 1998, these programs will remain under the jurisdiction of the Sheriff and the funding for the programs placed in Org. 1940.

<b>Wisconsin Correctional Services</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Operation of Intake Screening Center	\$ 604,722	\$ 639,317	\$ 34,595
Booking Magistrate/Out-of Custody Program	120,560	133,003	12,443
Operation After Revocation Program (OAR)	76,100	83,955	7,855
Community Service Option Program	5,000	5,500	500
Milw. County Pretrial Intoxicated Driver Intervention Program	<u>120,000</u>	<u>0</u>	<u>(120,000)</u>
<b>Total</b>	\$ 926,382	\$ 861,775	\$ (64,607)

<b>In-House Correctional Services, Inc.</b>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Intensive Supervision of Adult Defendants	\$ 876,000	\$ 876,000	\$ 0
Intensive Supervision of Juvenile Defendants	219,000	0	(219,000)
Crosscharge to Department of Human Services	<u>(219,000)</u>	<u>0</u>	<u>219,000</u>
<b>Total</b>	\$ 876,000	\$ 876,000	\$ 0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ALTERNATIVES TO INCARCERATION**

**UNIT NO. 1940**

**FUND: General - 01000**

<b>Total Alternatives to Incarceration Budget</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Total Expenditures	\$ 1,802,382	\$ 1,737,775	\$ (64,607)
Less: Reimbursement Revenue from the State of Wisconsin			
Department of Transportation for the Milwaukee			
County Intoxicated Driver Intervention Project	\$ (120,000)	\$ 0	\$ 120,000
(Project no longer operational in 1998)			
<b>TAX LEVY</b>	<b>\$ 1,682,382</b>	<b>\$ 1,737,775</b>	<b>\$ 55,393</b>

**BUDGET HIGHLIGHTS**

- The funding to continue the contract with WCS to operate the Intake Screening Center increases \$34,595, from \$604,722 to \$639,317, due to increased staff costs including the restoration of one case manager and increased drug testing of defendants. Funding provided for WCS to provide defendant screening and bail evaluation services for the Booking Magistrate and Out-of-Custody Intake Court Programs increases \$12,443, from \$120,560 to \$133,003. Under these programs, a Court Commissioner, with the assistance of Sheriff and WCS staff, reviews charges against minor violators and releases low-risk offenders with orders to return to the court. These out-of-custody misdemeanants are processed in Traffic Intake Court on Monday afternoon, Tuesday afternoon and Friday morning. The processing of out-of-custody misdemeanants in Traffic Intake Court increases the timeliness of processing in-custody defendants through Intake Court. The \$133,003 provided for 1998 will fund the WCS portion of these programs for seven nights per week for all of 1998.
- An increase of \$7,855, from \$76,100 to \$83,955, is provided for Wisconsin Correctional Services to continue administering an Operating After Revocation (OAR) Program, enabling WCS to assign two caseworkers for the purpose of assisting clients in getting their driver's licenses reinstated and in preventing recidivist OAR and OAS (Operating After Suspension) arrests.
- The Community Service Options Program operates in most of the suburban municipal courts, coordinating and supervising sentences for persons convicted of municipal offenses who perform public services because they are unable to pay the assessed fine, or to fulfill specific sentence requirements. It reduces inmate housing costs at the House of Correction while providing free labor to non-profit groups. Occasionally, the program provides employment opportunities beyond the original volunteer service period. The County's contribution to this program increases \$500, from \$5,000 to \$5,500.
- A decrease of \$120,000, from \$120,000 to \$0, results from the loss of a grant from the State Department of Transportation. This grant fully supported the Milwaukee County Pretrial Intoxicated Driver Intervention Project. Due to the loss of grant funding, this project will no longer be operated.
- An appropriation of \$876,000 is provided to continue a contract with In-House Correctional Services, Inc. for a program for intensive supervision of an average of 200 pretrial adult defendants a day in lieu of detention in the Milwaukee County Jail. The funding for 1998 provides services for 200 adults per day at a cost of \$12 per day per defendant.
- The appropriation and corresponding crosscharge of \$219,000 to continue the contract with In-House Correction Services, Inc. for the electronic monitoring of juveniles is transferred into the Department of Human Services budget. In 1997, the entire cost of this contract was crosscharged to the Department of Human Services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY LEGAL RESOURCE CENTER

**UNIT NO.** 1943  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2), Wisconsin Statutes, the County Board shall represent the County and

have the management of the business and concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Expenditures	\$ 210,068	\$ 187,215	\$ 194,215	\$ 7,000
Revenues*	<u>88,921</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tax Levy	\$ 121,147	\$ 187,215	\$ 194,215	\$ 7,000

\* Revenues of \$88,921 in 1996 were due to a one time partial sale of the Law and Reference Library collection.

**BUDGET HIGHLIGHTS**

- The Milwaukee County Legal Resource Center (MCLRC) opened May 1, 1996, under the control and oversight of the Chief Judge and the Clerk of Circuit Court/Director of Court Services. Corporation Counsel, the Chief Judge and Clerk of Circuit Court/Director of Court Services entered into a contract with the Wisconsin State Law Library for operation of the Center. Through collections and services linked to those at the State Law Library, MCLRC provides legal information, materials and online computer services to County departments, judges and the general public.
- The MCLRC collects revenue but it is deposited with the State. According to the contract with the State Law Library, any revenue collected may be used to pay sales tax; staff the Center; maintain, repair, lease or purchase equipment, books, software or other materials for the Center. On or before March 31, 1998, the State will provide a written accounting as to the collection and use of all such operating revenue. The State is anticipating revenues in 1998 to be \$5,500, with \$3,600 offsetting costs of copier expenses and \$1,900 applied toward equipment purchases for the Legal Resource Center.
- Expenditures are increased \$7,000. A \$6,000 increase is due to the approval by the State of Wisconsin's Joint Finance Committee of Legal Resource Center staff as Project positions. This designation entitles the staff to

receive fringe benefits. An additional \$1,000 is budgeted for salary increases.

- The MCLRC collection consists of the following:
  - Wisconsin legal materials: case law, statutes, administrative code, agency decisions
  - Wisconsin Continuing Legal Education books and legal periodicals
  - Federal collection: U.S. Supreme Court Reporter, Federal Reporter, Federal Supplement, Federal Rules Decisions, U.S. Code Service, Code of Federal Regulations and Federal Register
  - Treatises and looseleaf services covering the significant areas of law
  - Indexes, encyclopedias, restatements and formbooks

This collection is supplemented by LRC staff access to Lexis, Westlaw, the Internet and CD-ROM services. In addition, public terminals provide users with access to the LOIS Wisconsin CD-ROM disk, including all State Bar Continuing Legal Education books. Public access terminals are provided for dial-out capabilities for citizens who have accounts with Lexis or Westlaw.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** APPROPRIATION FOR CONTINGENCIES

**UNIT NO.** 1900-8901  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.84(5) of the Wisconsin Statutes, the Director, Department of

Administration, shall transmit an estimate of funds required as an appropriation for contingencies.

<b>BUDGET SUMMARY</b>		
	<u>1997 Budget</u>	<u>1998 Budget</u>
Appropriation for Contingencies	\$ 4,000,000	\$ 3,500,000

Contingency Appropriation Analysis

	<u>1995</u>	<u>1996</u>
Adopted Appropriations	\$ 5,500,000	\$ 2,897,880
Transfers In	1,553,817	578,323
Transfers Out	<u>-4,553,967</u>	<u>-891,795</u>
Year-End Balance	\$ 2,499,850	\$ 2,584,408

BUDGET COMPARED TO APPROPRIATION TRANSFERS

<u>Year</u>	<u>Adopted Budget</u>	<u>Appropriation Transfers Out</u>
1988	\$3,500,000	\$4,082,231
1989	3,000,000	3,476,406
1990	3,000,000	3,197,417
1991	4,500,000	4,789,182
1992	3,000,000	2,048,829
1993	2,762,252	2,616,635
1994	4,000,000	1,115,141
1995	5,500,000	4,553,967
1996	2,897,880	891,795
1997	4,000,000	0
Mean	\$3,516,013	\$2,677,160

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** YOUTH EMPLOYMENT PROGRAM

**UNIT NO.** 1949

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Expenditures	\$ 356,933	\$ 322,704	\$ 322,704
Revenue	<u>47,574</u>	<u>0</u>	<u>0</u>
Property Tax Levy	\$ 309,359	\$ 322,704	\$ 322,704

This appropriation helps provide meaningful work experience, career exposure and limited on-the-job training to those individuals who, because of restrictive Job Training Partnership Act (JTPA) income requirements, would otherwise be precluded from this opportunity. The Program Administrator will contract with community agencies, municipalities, and school boards for the purpose of screening, employing and evaluating area youth for jobs in both After School and Summer Youth Employment

Programs. The 1998 appropriation for this program remains the same as in 1997.

This appropriation will also be used by the Program Administrator to coordinate the County's participation in the JTPA "Step-Up" Youth Employment Program in the event Federal funding is made available through the Private Industry Council.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the

County and have management of the business and concerns in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>1997/1998</u> <u>Change</u>
Health Benefits - Hospital, Professional, Major Medical & Dental	\$ 47,253,947	\$ 49,588,142	\$ 47,549,358	\$ -2,038,784
Employee Group Life Insurance	1,552,132	1,538,082	1,597,324	59,242
Annuity - County Mandatory Contribution	838,843	800,000	781,875	-18,125
Retirement System Contribution	17,727,697	12,331,126	10,289,916	-2,041,210
Medicare Reimbursement to Retired Employees	2,418,707	3,061,152	2,693,275	-367,877
Health Benefits - Consultant Fees	436,377	180,000	180,000	0
Local Transportation (Transit Pass Program)	0	175,000	190,000	15,000
	<u>\$ 70,227,703</u>	<u>\$ 67,673,502</u>	<u>\$ 63,281,748</u>	<u>\$ -4,391,754</u>
Less: Charges to Other County Departments	70,226,133	0	0	0
Less: Other Revenue	<u>1,570</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditures	\$ 0	\$ 67,673,502	\$ 63,281,748	\$ -4,391,754

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**5303 - Health Benefits - Hospital, Professional, Major Medical and Dental Expense**

Decrease \$2,038,784, from \$49,588,142 to \$47,549,358.

This appropriation provides for the cost of the following health benefits:

	<u>1997</u>		<u>1998</u>		<u>Change</u>
	<u>Budget</u>		<u>Budget</u>		
Basic Health Benefits,					
Including Major Medical	\$ 23,629,581	\$	24,668,820	\$	1,039,239
Mental Health/Substance Abuse Carve-Out	1,466,625		959,030		-507,595
Health Maintenance Organizations (HMO)	23,817,896		22,797,176		-1,020,720
County Dental Plan	2,045,699		1,752,301		-293,398
Dental Maintenance Organizations (DMO)	743,370		887,028		143,658
Administrative Expense	1,395,379		1,381,513		-13,866
Employee Health Plan Waiver	66,000		66,000		0
Contributions (Active, Retired, Other Employees)	<u>-3,576,408</u>		<u>-4,962,510</u>		<u>-1,386,102</u>
<b>Total Health Benefit Cost</b>	<b>\$ 49,588,142</b>	<b>\$</b>	<b>47,549,358</b>	<b>\$</b>	<b>-2,038,784</b>

A five-year comparison of budget and actual experience for health insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	45,374,923	44,297,415	16.3
1993	50,478,816	46,544,518	5.1
1994	49,391,645	44,936,626	-3.5
1995	51,317,413	47,311,697	5.3
1996	41,787,208	47,253,946	-0.1

Based on actuarial analysis of the County's self-insured plan, 1998 increases for the basic hospitalization and surgical/medical benefit are expected to be 8%, with a corresponding increase of 12% for the major medical benefit. These increases will be partially offset by a lower number of employees/retirees covered. The Request For Proposal (RFP) process conducted in 1997 contributes to a significant reduction in anticipated expenses for 1998. The Mental Health/Substance Abuse Carve-Out cost decreases due to a new contract with Health Management Center, Inc. The Humana HMO will no longer be offered in 1998. The rates for the two remaining HMO's, Compcare and Family

Health Plan, will continue unchanged for 1998. Employee monthly contributions are expected to increase in 1998.

**5304 - Employee Group Life Insurance**

Increase \$59,242 from \$1,538,082 to \$1,597,324

The 1998 requested appropriation contains a \$59,242 increase over the 1997 adopted level due to an increase, for certain employee groups, in the dollar amount of coverage (from \$20,000 to \$25,000) that the County is required to pay the full monthly premiums.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

A five-year comparison of budget and actual experience for group life insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,097,910	946,457	0.2
1993	775,000	893,237	5.6
1994	1,310,329	997,103	11.6
1995	1,478,549	1,358,364	36.2
1996	1,475,934	1,552,132	14.3

**5305 - Annuity - County Mandatory Contribution**

Decrease \$18,125 from \$800,000 to \$781,875

The budget for the County's mandatory annuity contribution relates to eligible employees who have been members of the pension system prior to January 1, 1971, at the following rates:

8% of earnings for Deputy Sheriff  
 8% of earnings for Elected Officials  
 6% of earnings for Other Employees

A five-year comparison of budget-to-actual experience for the annuity contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	2,165,000	2,064,239	-8.5
1993	2,000,000	2,024,520	-1.9
1994	1,900,000	1,920,161	-5.2
1995	1,950,000	1,602,361	-16.6
1996	1,750,000	838,843	-47.6

**5309 - Retirement System Contribution**

Decrease \$2,041,210 from \$12,331,126 to \$10,289,916

The County's Retirement System lump-sum contribution for 1997 was budgeted at \$12,331,126, including \$167,688 for the OBRA pension contribution. For 1998, \$10,289,916 is budgeted for the lump-sum contribution, including \$218,196 for OBRA. This contribution will actually be paid in early

1999. The Employees' Retirement System administrative expenses are offset in the Department of Human Resources by revenue from pension fund investments and are not included in this budget.

The decrease in the County's lump-sum contribution for 1998 as compared to 1997 is due to the following:

1997 Final Estimate	\$12,331,000
Decrease due to change in asset valuation	-3,148,000
Decrease due to investment return	-508,000
Decrease due to contribution variance and expenses	-208,000
Increase due to demographic experience	822,000
Increase due to plan changes	556,000
Increase due to salary increases	<u>445,000</u>
1998 Estimate (rounded)	\$10,290,000

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: EMPLOYEE FRINGE BENEFITS

UNIT NO. 1950  
FUND: General - 010000

A five-year comparison of budget-to-actual experience for the retirement system contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	17,180,830	15,429,288	-12.0
1993	15,631,287	15,631,287	1.3
1994	15,863,000	15,863,000	1.5
1995	18,813,000	18,813,000	18.6
1996	17,727,697	17,727,697	-5.8

## 5316 - Medicare Reimbursement to Retired Employees

Decrease \$367,877 from \$3,061,152 to \$2,693,275

This account provides for County payment of the Medicare Part B premium for 4,858 retired employees, including their eligible beneficiaries, over age 65 who retired with 15 or more years of pension-credited service or are on Disability Medicare. The 1997 Medicare rate of \$43.80 was not set by

Congress until after adoption of the County's 1997 budget, which included a projected rate of \$54. Once again, the actual cost of the premium will not be finalized by Congress until November. The 1998 projected Medicare rate is \$46.20 per month.

A five-year comparison of budget-to-actual experience for Medicare reimbursement to retired employees is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,855,950	1,734,669	22.3
1993	2,196,000	1,907,747	10.0
1994	2,173,532	2,209,622	15.8
1995	2,445,144	2,306,429	4.4
1996	2,871,540	2,418,707	4.9

## 6148 - Health Benefits - Consultant Fees

Increase \$0 from \$180,000 to \$180,000

An appropriation of \$180,000 is included in the 1998 Employee Fringe Benefits Budget for the purpose of retaining outside consultants to assist DHR staff in actuarial analysis, ad hoc reporting, contract/rate negotiations, preparation of Requests for Proposal for whole/universal life insurance and vision/hearing care per County Board resolution, and implementation of major revisions to the Benefits Plan.

## 6804 - Local Transportation (Transit Pass Program)

Increase \$15,000 from \$175,000 to \$190,000

An appropriation of \$190,000 is included to cover the continuation of the County's corporate transit pass program. The County, as the employer, would pay \$105 per employee toward the cost of the quarterly pass, while the employee would be charged \$30 per quarter. Approximately 7,000 free bus passes were distributed to County employees in 1997. Based on employee co-pay participation during the 4th quarter of 1997, it is estimated \$190,000 will be the 1998 cost of the County's share of the pass.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: INTERGOVERNMENTAL TRANSFER PROGRAM-NURSING HOMES

UNIT NO. 1958

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Section 59.07(5) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Intergovernmental Certification Program	\$ 1,451,330	\$ 1,500,000	\$ 1,700,000

Under Section 3.775 of the State of Wisconsin Methods of Implementation for Medicaid payments to Nursing Homes, the State provides special allowances for facilities operated by local units of government. These allowances recognize the unique nature of facilities operated by local units of government. Local government-operated facilities experiencing operating deficits associated with the provision of care to Medicaid patients are eligible for supplemental funding.

The property tax associated with the provision of care to Medicaid patients is eligible as match for Federal Medicaid funds. This non-departmental budget is used to record the receipt of revenue associated with this supplemental funding

program separate from the normal operating expenditures and revenues for the rehabilitation centers.

## BUDGET HIGHLIGHTS

The 1998 Budget includes \$1.7 million of revenue from the State of Wisconsin under the Intergovernmental Transfer Program (ITP). The final ITP award for 1996-97 is approximately \$4.1 million which is the result of a one-time adjustment. Due to changes in the ITP allocation basis, MHD will realize increased revenues under this program over the 1997 budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY BOARD NON-DEPARTMENTAL PROJECTS

**UNIT NO.** 1964  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
County Board Non-Departmental Projects	\$ 68,064	\$ 99,000	\$ 99,000

This non-departmental appropriation provides the County Board with flexibility in determining priorities for necessary projects and allocating expenditures to meet greatest needs.

This account has been used for Merit Awards, County memberships and County Board publications.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** FEDERATED LIBRARY SYSTEM

**UNIT NO.** 1966

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.03(1) and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Federated Library System	\$ 66,416	\$ 66,702	\$ 66,693

The 1998 budget appropriation of \$66,693 is based upon Section 43.15(2) of the Wisconsin Statutes which requires County support for library services at a level not lower than the average for the previous three years. The amount is not

designated for any specific purpose or special program. It is to be used by the Federated Library System to offset program costs which are determined to be priorities.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provision of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Milwaukee County Fund for the Arts	\$ 500,000	\$ 500,000	\$ 500,000

On October 2, 1986, the County Board adopted resolutions [File Nos. 84-466 and 86-463] which specified that a non-departmental account be established for cultural programming to be administered by the County Board, with certain guidelines and criteria for awarding County arts funds. In addition, the County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC) was created to advise the County Board, through the Committee on Parks, Recreation and Culture, with regard to the cultural, artistic and musical programming and endowment/grant components of County arts funding.

resolution [File No. 91-18 (a)(a)] which authorized and awarded matching grant funds, rental subsidies, and Artistic Development Program allocations to eligible organizations and individuals. The Board also authorized the Director of Parks, Recreation and Culture to prepare contractual agreements with specific agencies for community cultural events and to enter into an agreement with the Milwaukee Foundation to administer Milwaukee County's performing and visual arts fund. Allocations of the cultural arts funds are recommended by the Milwaukee County Cultural, Artistic and Musical Programming Advisory Council (CAMPAC).

On November 9, 1989, the County Board adopted a resolution [File No. 88-631(a)(a)] which authorized and directed the Parks Director to have administrative authority and responsibility for all County cultural programs previously administered by the County Board. To effectuate this authority, the appropriation for County arts funding was transferred from the non-departmental account, Milwaukee County Funds for the Arts (Org. Unit 1974), to the Parks Department (Org. Unit 9000) operating budget.

**I. Cultural, Artistic, and Musical Programming**

Under this program Milwaukee County, through its administrative agent, the Milwaukee Foundation, will enter into contractual relationships with community organizations providing, either at a nominal charge or free to the public, specified cultural, artistic and musical performances, with priority given to those groups using County facilities.

The 1991 adopted budget re-established a non-departmental appropriation for County arts funding (Org. Unit 1974) with administrative authority, appropriation request and responsibility for County cultural programs remaining with the Parks Department.

**(1) Community Cultural Events Program**

Under this program category, Milwaukee County will, on an annual basis, determine the number and type of performances it desires to purchase through the solicitation of "Request for Proposals" based on approved eligibility criteria and guidelines:

On January 17, 1991, the County Board adopted a

<b>Community Cultural Events Program</b>		
<u>Agency</u>	<u>1996</u> <u>Allocations</u>	<u>1997</u> <u>Allocations</u>
Artreach Milwaukee	\$ 5,000	\$ 5,000
City Ballet	2,000	2,000
Ko-Thi Dance Company	6,000	6,000
Latino Arts, Inc (Friends of the Hispanic Community)	2,000	2,000
Milwaukee Inner City Arts Council	6,000	6,000
Milwaukee High School Theater Festival	5,000	5,000
Milwaukee Musician Association*	3,000	0
Milwaukee Public Theater	2,500	2,500
Community Programming**	<u>35,000</u>	<u>38,000</u>
<b>TOTAL</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>

\* Milwaukee Musicians Association is recommended for funding in 1997 under Parks Programming in the Community Events Category. The allocation to the Musicians Association will be \$3,000.

\*\* The 1996 and 1997 allocations were for programming at Washington, Humboldt and other County Parks.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS**

**UNIT NO. 1974**

**FUND: General - 010000**

**II. Endowments and Grants**

**(1) Matching Grants Program**

Under this program, grants are awarded with the objective of promoting new and existing arts organizations. These grants are designed to help arts groups meet their operational and programming expenses.

This grant program provides a direct subsidy to professional performing arts organizations that meet established criteria:

<b>Matching Grants Program</b>		
<u>Expenditures</u>	1996 <u>Grants</u>	1997 <u>Grants</u>
Artist Series at the Pabst	\$ 6,000	\$ 7,000
Artreach Milwaukee	9,700	8,337
Bel Canto Chorus	8,500	8,079
City Ballet	3,000	4,000
Civic Music Association	4,000	3,418
Concord Chamber Orchestra	1,500	1,457
DanceCircus, Ltd.	7,500	6,875
Danceworks*	3,500	4,250
Et toi tu dances?*	3,000	4,000
First Stage Milwaukee	10,800	10,827
Florentine Opera Company	21,500	22,118
Great American Children's Theater	10,800	11,367
Great Lakes Opera	6,500	6,718
Historical Keyboard Society	6,500	5,953
Ko-Thi Dance Company	9,700	10,761
Latino Arts (Friends of Hispanic Community)	6,000	5,750
Milwaukee Ballet	34,500	33,522
Milwaukee Chamber Orchestra	6,500	6,429
Milwaukee Chamber Theater	9,700	10,488
Milwaukee Children's Theater *	1,250	2,000
Milwaukee Dance Theater	6,000	6,314
Milwaukee Inner City Arts Council	8,500	6,571
Milwaukee Musical Theater (Milwaukee Opera Company)	7,500	6,604
Milwaukee Public Theater	4,000	6,260
Milwaukee Repertory Theater	34,500	39,909
Milwaukee Symphony Orchestra	107,000	98,924
Milwaukee Youth Symphony	9,700	9,864
Next Act Theater	9,200	8,799
Present Music	9,200	8,268
Skylight Opera Theater	11,000	15,299
Theater X	8,500	7,617
Walker's Point Theater for the Arts	7,500	6,397
Wild Space Dance Company	6,500	6,238
Woodland Pattern	<u>9,200</u>	<u>9,390</u>
<b>TOTAL</b>	<b>\$ 408,750</b>	<b>\$ 409,803</b>

Note: Matching Grant Program includes State regrants of \$15,000 for 1996 and \$17,303 for 1997.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY FUND FOR THE ARTS

UNIT NO. 1974  
FUND: General - 010000

## (2) Artistic Development Program

Under this program, project grants and technical assistance are provided to individual artists and arts organizations which are not served by a major fund drive or a community organization which

sponsors arts programs and is currently using criteria established by the Milwaukee Arts Foundation.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Individual Artists	\$10,000	\$10,000

## III. Administrative Services

The County Board of Supervisors has entered into an agreement with the Milwaukee Foundation to administer

Milwaukee County's performing and visual arts fund under guidelines approved by the County Board of Supervisors.

<u>Expenditures</u>	<u>1996 Actual</u>	<u>1997 Allocated</u>
Milwaukee Foundation	\$ 30,000	\$ 31,000
Total Arts Funding*	\$515,000	\$517,303

\* Includes State regranting funds of \$15,000 for 1996 and \$17,303 for 1997.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** KEEP GREATER MILWAUKEE BEAUTIFUL

**UNIT NO.** 1980

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Keep Greater Milwaukee Beautiful	\$12,750	\$12,750	\$12,750

Keep Greater Milwaukee Beautiful, Inc. (KGMB) has been a certified affiliate of Keep America Beautiful, Inc. since 1985. KGMB facilitates Greater Milwaukee programs designed to educate the public about responsible solid waste management and to incorporate the principles of reduce, reuse, recycle, compost and litter prevention to all sectors of the community.

In 1997, 44,500 registered volunteers participated in the Spring County-wide Community Service Campaign, the Clean and Green Team. This campaign collected over 2,208 tons of trash and litter. To continue KGMB litter reduction and community environmental awareness campaigns, as well as educational outreach programs concerning proper waste handling and other environmental concerns dealing with air, water or land, a \$12,750 County contribution is provided in this non-departmental account for 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: PAYROLL/PERSONNEL INTEGRATION

UNIT NO. 1983

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY			
	1996 Actual	1997 Budget	1998 Budget
Expenditures	\$ 284,398	\$ 147,328	\$ 155,720
Abatements	0	0	0
Revenue	78,091	68,000	73,175
Property Tax Levy	\$ 206,307	\$ 79,328	\$ 82,545

For 1998, the Payroll/Personnel Integration (GENESYS) Project includes \$155,720 to continue the development and operation of a modern, automated payroll/personnel environment for Milwaukee County. The strategy continues to be the use of outside consultants integrated into a team of IMSD staff with overall project direction provided by the GENESYS Steering Committee. The proposed tasks for 1998 include continued work on deferred system enhancements for the Payroll and Retirement Systems, and the installation of a new release of the GENESYS software.

### Payroll/Personnel and Retirement System Enhancements

Implementation of the current systems for active employee and retiree payroll processing has left 59 unresolved enhancements that were not part of the original project scope, or resulted from County Board actions or external mandates after the original scope was defined. These include a list of more than 50 changes carried over from

past years, as well as several other changes more recently identified. Retirement enhancements include saving the yearly service history to microfiche, correcting early retirement age adjustments to calculate pensions, various OBRA reports, creating detailed annual tapes for the actuary, completing the Retirement Users Manual, and other refinements. Retirement enhancements and Defined Benefits maintenance are offset with revenue. Additional enhancements not related to Retirement are tracking flexible spending benefits, reporting employees reaching 65 for Medicare eligibility, and monitoring Family Medical Leave hours by category. In addition, the project funds the annual maintenance license fees for the GENESYS software, GENESYS conference expenses, and the production of the annual benefits statement. This budget provides a total of 270 days of programmer support to address these changes.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CAPITAL OUTLAY/DEPRECIATION CONTRA**

**UNIT NO. 1985**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>		
	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Expenditures	\$ -15,326,860	\$ -15,840,215
Revenue	0	0
Property Tax Levy	\$ -15,326,860	\$ -15,840,215

Proprietary Fund departments include Enterprise Fund departments, (e.g., Mental Health Complex) and Internal Service Fund departments (e.g., DOA - Information Management Services). Budgeting for Proprietary Fund departments in accordance with Generally Accepted Accounting Principles (GAAP) requires that Proprietary Funds expense the cost of fixed assets over the life of the asset through depreciation. Prior to 1997, fixed assets were defined as buildings and equipment with a cost in excess of \$500. In 1997, the definitions regarding fixed assets changed. The per unit cost for non-computer equipment must exceed \$2,500 per unit and have a useful life greater than one year. Computer related equipment must exceed \$500 to be considered a fixed asset.

budgeting in accordance with GAAP, yet also ensure that these departments retain control over the purchase of fixed assets, Proprietary Fund departments will reflect an appropriation for Capital Outlay - Fixed Assets but will also reflect an offsetting credit appropriation.

Appropriations for Depreciation are included in Proprietary Fund departmental budgets while appropriations for Capital Outlay - Fixed Assets, the original cost of the fixed asset, are excluded from those budgets. To ensure proper

However, Proprietary Fund Capital Outlay - Fixed Assets is appropriately included in the property tax levy, and the appropriation for Capital Outlay - Fixed Assets for all Proprietary Funds will be reflected in this non-departmental account. Depreciation should not be included in the property tax levy and a contra appropriation for all Proprietary Funds will be reflected in this non-departmental account. This budgetary procedure has no County-wide tax levy impact.

Appropriations included in this non-departmental account are the following:

<u>Expenditures</u>	<u>Capital</u> <u>Contra</u>	<u>Contra</u>	<u>Net Total</u> <u>Contra</u>
1150 Risk Management	\$ 34,000	\$ -15,125	\$ 18,875
1160 Information Management Services	130,100	-1,128,166	-998,066
5040 Airport	785,400	-7,772,545	-6,987,145
5070 Public Works-Prof Services	132,395	-150,885	-18,490
5330 Fleet Maintenance	0	-1,631,531	-1,631,531
5600 Milwaukee Transit System	354,050	-1,553,000	-1,198,950
5700 Public Works-Central Services	76,800	-3,191,841	-3,115,041
6800 Mental Health Complex	<u>241,220</u>	<u>-2,151,087</u>	<u>-1,909,867</u>
<b><u>TOTAL EXPENDITURES</u></b>	<b>\$ 1,753,965</b>	<b>\$ -17,594,180</b>	<b>\$ -15,840,215</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEBT ISSUE EXPENSE**

**UNIT NO.1900-8026**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Appropriations are for expenses incurred for issuing bonds by Milwaukee County. The bonds are issued as provided under Section 67.04 of Wisconsin Statutes which authorizes

issuing bonds for specific purposes, subject to stated limitations.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Debt Issue Expense	\$ 151,125	\$ 10,500	\$ 10,500

**STATISTICAL SUPPORTING DATA**

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Total Debt Issue Expense	\$ 168,493	\$ 35,500	\$ 35,500
Airport Issue Expense*	<u>-17,368</u>	<u>-25,000</u>	<u>-25,000</u>
Net Debt Issue Expense	\$ 185,861	\$ 10,500	\$ 10,500

\*Reflected in Airport operating account 5040-8026.

This non-departmental account is used to pay bond counsel, financial advisor fees and other costs associated with issuing debt, including credit rating agency fees, financial auditor fees, financial feasibility studies, printing and distribution costs for the official statement, and fiscal agent and trustee fees. Currently, a significant portion of debt issue expenses are paid from the proceeds of each financing. Under current Federal law, up to two percent of each financing may be used to cover expenses related to the issue. Expenses not eligible to be paid from financing proceeds are reflected in this budgetary appropriation. Expenditure authority for expenses paid from bond proceeds will be added through a Department of Administration-only transfer once actual financing amounts are determined.

The 1998 appropriation is intended to pay issuance expenses not eligible to be paid from proceeds of a 1998 general obligation corporate purpose issue and a general obligation or revenue backed airport issue. These issues will be used to finance a portion of the County's 1998 capital improvement budget.

According to the Airport Master Lease Agreement, the Airport is required to pay all direct costs associated with the issuance of airport debt. Airport debt issuance costs, totaling \$25,000, have been included in the Airport's 1998 recommended operating budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** LINCOLN PARK COMMUNITY CENTER

**UNIT NO.** 1988

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Lincoln Park Community Center	\$ 35,000	\$ 35,000	\$ 35,000

This non-departmental appropriation of \$35,000 is provided to assist the Lincoln Park Community Center, Inc., to provide community and social services in the lower level of the Lincoln Park Pavilion. The Lincoln Park Community Center, Inc., provides four major programs and/or services: (1) JOB FIND, an employment assistance program targeted at low-income, economically disadvantaged and unemployed persons; (2) ABC's of Economic Opportunities, a program designed to foster economic empowerment through ongoing business ownership and acquisition; (3) Reclaiming the Streets, a program that targets at-risk,

pre-employment-aged youth for job training and experience; and (4) Youth Fun Olympics, a one day, special event for youth and families featuring skill development, sportsmanship and competition geared to individual levels.

The Lincoln Park Community Center is budgetarily under the administration of the Department of Parks, Recreation and Culture. The Lincoln Park Community Center office is located in Lincoln Park in the Blatz Pavilion where building and office maintenance services are provided by Parks Department staff.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes, property tax requirements are determined by estimating total expenditures and deducting the estimated amount of revenue from non-property tax sources and the amount of any surplus at the close of the prior fiscal year.

Section 66.77, Wisconsin Statutes imposed a property tax rate limit on Wisconsin counties, effective August 12, 1993. Separate limits were imposed for operating levy rates and

debt service levy rates. Initially, the baseline for the rate limit was the 1992 actual tax rate adopted for 1993 budget purposes. The County may not exceed these operating and debt levy rate limits unless one or more specified conditions apply, as described in the statute. Section 66.77 also establishes specific penalties for failure to meet the limit requirements. Among the penalties for exceeding the limits are reductions in state shared revenues and transportation aids.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Budget</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Property Tax Levy	\$ 167,858,937	\$ 179,307,321	\$ 188,166,721

Statistical Supporting Data

	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>Change</u>
<b>General County</b>			
Expenditures	\$ 949,356,249	\$ 930,328,758	\$ -19,027,491
Revenues	717,975,052	695,924,114	-22,050,938
Bond Issues	<u>52,073,876</u>	<u>46,237,923</u>	<u>-5,835,953</u>
General County Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400
 <b>Metro Sewer</b>			
Expenditures	\$ 2,215,000	\$ 2,100,000	\$ -115,000
Revenue from Metro Sewer	<u>2,215,000</u>	<u>2,100,000</u>	<u>-115,000</u>
Metro Sewer Property Tax Levy	\$ 0	\$ 0	\$ 0
 <b>Total General County and Metro Sewer</b>			
Expenditures	\$ 951,571,249	\$ 932,428,758	\$ -19,142,491
Revenues	<u>772,263,928</u>	<u>744,262,037</u>	<u>-28,001,891</u>
Total Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**Summary of 1998 Recommended Tax Levy**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Legislative and Executive</u>					
1000	County Board	\$ 3,170,195	\$ 14,450	\$ 3,155,745	GEN
1001	Department of Audit	1,511,877	0	1,511,877	GEN
1011	County Executive-General Office	857,350	15,000	842,350	GEN
1015	County Exec-Emergency Government	0	0	0	GEN
1018	County Exec-Persons w/ Disabilities	131,350	0	131,350	GEN
1020	County Exec-Intergovern. Relations	381,730	0	381,730	GEN
1021	County Exec-Veteran's Services	196,448	8,200	188,248	GEN
Total Legislative and Executive		\$ 6,248,950	\$ 37,650	\$ 6,211,300	
<u>Staff Agencies</u>					
1106	DOA-Dept of Economic Development	\$ 1,078,830	\$ 1,621,935	\$ -543,105	GEN
1110	Civil Service Commission	43,347	0	43,347	GEN
1111	DOA-Housing & Community Develop	13,085,307	13,547,357	-462,050	GEN
1120	Personnel Review Board	91,369	0	91,369	GEN
1130	Corporation Counsel	1,270,185	100,000	1,170,185	GEN
1140	Department of Human Resources	2,670,601	741,941	1,928,660	GEN
1150	DOA-Risk Management	5,724,539	5,910,950	-186,411	INTER
1151	DOA-Fiscal Affairs	2,008,403	6,000	2,002,403	GEN
1152	DOA-Procurement	719,989	0	719,989	GEN
1160	DOA-Information Mgt Services	11,559,630	633,390	10,926,240	INTER
1190	Labor Relations	337,961	0	337,961	GEN
Total Staff Agencies		\$ 38,590,161	\$ 22,561,573	\$ 16,028,588	
<u>Sundry Appropriations</u>					
1900-					
1999	Non-Departmentals	\$ 34,488,646	\$ 93,731,491	\$ -59,242,845	GEN
<u>Courts and Judiciary</u>					
2000	Combined Court-Related Operations	\$ 21,358,589	\$ 10,609,341	\$ 10,749,248	GEN
2430	Child Support Enforcement	8,610,107	12,011,365	-3,401,258	GEN
Total Courts and Judiciary		\$ 29,968,696	\$ 22,620,706	\$ 7,347,990	

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: PROPERTY TAXES

UNIT NO. 1900-1110  
 FUND: General - 010000

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Lev	
<u>General Governmental</u>					
3010	Election Commission	\$ 831,081	\$ 120,000	\$ 711,081	GEN
3090	County Treasurer	616,989	17,250	599,739	GEN
3270	County Clerk	388,679	489,697	-101,018	GEN
3400	Register of Deeds	1,562,476	2,928,810	-1,366,334	GEN
Total General Governmental		\$ 3,399,225	\$ 3,555,757	\$ -156,532	
<u>Public Safety</u>					
4000	Sheriff	\$ 40,255,799	\$ 11,440,223	\$ 28,815,576	GEN
4190	Medical Examiner	2,359,691	716,150	1,643,541	GEN
4300	House of Correction	17,504,534	5,593,185	11,911,349	GEN
4500	District Attorney	9,234,763	6,639,749	2,595,014	GEN
Total Public Safety		\$ 69,354,787	\$ 24,389,307	\$ 44,965,480	
<u>Public Works</u>					
5040	Airport	\$ 30,877,171	\$ 33,937,212	\$ -3,060,041	ENTER
5070	Professional Services Division	6,517,640	7,285,832	-768,192	INTER
5100	Highway Maintenance	9,562,945	10,490,020	-927,075	GEN
5330	Fleet Maintenance	7,195,460	8,078,261	-882,801	INTER
5600	Milwaukee Cty Transit System	63,113,118	50,402,894	12,710,224	ENTER
5700	Public Works Administration	22,517,696	9,366,180	13,151,516	INTER
5900	User Side Subsidy	11,314,382	7,725,719	3,588,663	GEN
Total Public Works		\$ 151,098,412	\$ 127,286,118	\$ 23,812,294	
<u>Health and Human Services</u>					
6800	DHS-Mental Health Division	\$ 114,761,569	\$ 93,843,790	\$ 20,917,779	ENTER
7100	JLDH Transition Team	595,038	887,916	-292,878	ENTER
7200	County Supported Health Programs	48,544,967	20,889,000	27,655,967	GEN
7900	Department of Aging	37,089,868	37,638,899	-549,031	GEN
8000	Department of Human Services	198,290,561	176,316,914	21,973,647	GEN
Total Health and Human Services		\$ 399,282,003	\$ 329,576,519	\$ 69,705,484	

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Parks, Recreation and Culture</u>					
9000	Parks Department	\$ 34,598,832	\$ 17,239,301	\$ 17,359,531	GEN
9500	Zoo	12,924,701	12,070,315	854,386	GEN
9700	Museum	4,300,000	0	4,300,000	GEN
9910	University Extension	<u>385,579</u>	<u>190,391</u>	<u>195,188</u>	GEN
Total Parks, Recreation and Culture		\$ 52,209,112	\$ 29,500,007	\$ 22,709,105	
<u>Debt Service</u>					
9960	General County Debt Service	\$ 63,775,753	\$ 8,410,956	\$ 55,364,797	DEBT
9990	Metro Sewer Debt Service	<u>2,100,000</u>	<u>2,100,000</u>	<u>0</u>	DEBT
Total Debt Service		\$ 65,875,753	\$ 10,510,956	\$ 55,364,797	
<u>Capital Projects Fund</u>					
1200-					
1876	Capital Improvements*	\$ 81,234,450	\$ 79,813,390	\$ 1,421,060	CAP
<u>Expendable Trust Accounts</u>					
	Office for Disabilities Trust Fund	\$ 4,100	\$ 4,100	\$ 0	TF
	DHS-MHD Trust Funds	35,100	35,100	0	TF
	Zoo Trust Funds	<u>639,363</u>	<u>639,363</u>	<u>0</u>	TF
Total Expendable Trust Funds		\$ 678,563	\$ 678,563	\$ 0	
Total County		\$ 932,428,758	\$ 744,262,037	\$ 188,166,721	

\* Revenues include \$46,237,923 in Bonding, \$7,569,000 in Passenger Facility Charges, \$24,929,167 in Reimbursement Revenue, \$122,500 in Investment Earnings and \$954,800 in Miscellaneous Revenue.

\*\* Type of fund, according to generally accepted accounting principles (GAAP), includes the following:

<u>Designation.</u>	<u>Type of Fund</u>
GEN	General Fund
INTER	Internal Service Fund
ENTER	Enterprise Fund
DEBT	Debt Service Fund
CAP	Capital Projects Fund
TF	Trust Fund

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EARNINGS ON INVESTMENTS**

**UNIT NO. 1900-1850**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 66.04 (2) and 219.05 of Wisconsin Statutes, a county has the authority to invest any of its funds not immediately needed in time deposits of a bank, credit union, trust company or savings and loan association, or in

bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, Federal agency and instrumentality securities, highly rated corporate securities or repurchase agreements.

<b>BUDGET SUMMARY</b>			
	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Earnings on Investments	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

STATISTICAL SUPPORTING DATA

Earnings on All Funds	\$ 7,216,316	\$ 6,713,700	\$ 8,127,200
Earnings on Trust Funds, Reserves and Other Deferred Interest Liabilities	-877,545	-883,500	-1,346,800
Earnings on Proprietary Fund Bonds Allocated to the Capital Fund and Debt Service Fund	<u>-808,935</u>	<u>-619,500</u>	<u>-257,000</u>
General Fund Earnings	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

For the 1998 budget, an average investment balance of approximately \$108.7 million at an average interest rate of 6.0 percent will result in approximately \$6,523,400 of net investment earnings available to the general fund. The interest rate for the 1998 budget is projected to be slightly lower than the 1997 budgeted rate of 6.2 percent. However, the average balance available for investment is expected to increase slightly from the 1997 budgeted amount.

Construction fund earnings on unspent bond proceeds for proprietary fund departments are recorded directly in the capital projects fund. These investment earnings are used to offset capitalized interest expense for projects which are

under construction. Investment earnings on bonds which have lapsed to the sinking fund are recorded in the debt service fund.

Projected earnings of \$257,000 on unexpended bond proceeds for proprietary fund departments or restricted general fund projects are anticipated for 1998. These earnings are reflected as revenues recorded directly in the capital projects fund. Earnings on trust funds, reserves and other deferred interest liabilities include trust funds for the airport, zoo, handicapped, Federated Library System, Research Park and HUD-Rent Assistance. These earnings are estimated at \$1,346,800 for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** STATE SHARED TAXES

**UNIT NO.** 1900-2201  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of Wisconsin Statutes, the State apportions Shared Revenues to counties on the basis of population, equalized property values, the relative ranking

of local purpose revenues, and the value of utility property (at 3 mills times the equalized value for incorporated areas within the county).

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
State Shared Taxes	\$ 51,084,550	\$ 52,558,503	\$ 54,245,814

<u>STATISTICAL SUPPORTING DATA</u>	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Aidable Revenues	\$ 45,109,913	\$ 54,528,801	\$ 58,129,549
Utility Payment	800,262	857,805	884,523
County Mandate Relief	3,861,129	3,778,513	3,721,211
Maximum - Minimum Adjustment (\$79.06)	<u>0</u>	<u>-6,606,616</u>	<u>-8,489,469</u>
Total State Shared Taxes	\$ 49,771,304	\$ 52,558,503	\$ 54,245,814

The Wisconsin Department of Revenue's estimate of State Shared Revenue (State Shared Taxes) for Milwaukee County for 1998 totals \$54,245,814. Revenues increase by \$1,687,311 or approximately 3.2 percent for 1998. Utility payments and County mandate relief revenues remained relatively constant while aidable revenues increased significantly.

County Mandate Relief revenues are allocated to individual counties on a per capita basis. Utility payments are calculated based on 3 mills multiplied by the value of eligible utility property. The balance of Shared Revenues for aidable revenues are distributed to governmental units based on an iterative formula which considers a number of factors including equalized property values, utility property values, taxing effort and user fee collections.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY RESEARCH PARK

UNIT NO. 1995  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.82 of the Wisconsin Statutes, Milwaukee County may participate in the development of a research and technology park through a nonprofit corporation organized specifically for this purpose. The Milwaukee County Research Park Corporation was incorporated on May 18, 1987, with a mandate from Milwaukee County to develop a research park on approximately 172 acres of County land in the southwest quadrant adjacent to the Milwaukee Regional Medical Center.

The development objective of the Milwaukee County Research Park Corporation (MCRPC) is the establishment of a quality research and technology park that will complement, to the greatest extent possible, the Milwaukee Regional Medical Center, the University of Wisconsin-Milwaukee, the Milwaukee School of Engineering, Marquette University and the Medical College of Wisconsin, and enhance the economy of the City of Wauwatosa, Milwaukee County and the State of Wisconsin.

BUDGET SUMMARY				
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
Expenditures	\$ 477,566	\$ 792,550	\$ 836,690	\$ 44,140
Revenues	0	552,500	698,500	146,000
<b>Property Tax Levy</b>	<b>\$ 477,566</b>	<b>\$ 240,050</b>	<b>\$ 138,190</b>	<b>\$ -101,860</b>

- Tax Incremental District (TID) revenues and Research Park administrative costs are reduced by \$40,000 to reflect that construction of the Research Park infrastructure is anticipated to be completed in 1997 leaving only residual "close-out" work for 1998.
- Rental revenues increase \$78,000 primarily due to renting out additional space in the Technology Innovation Center.
- Appropriations for capital improvements are increased \$85,800, to \$160,000 and include \$150,000 to remodel additional tenant space on the fourth floor and common area in the basement of the Technology Innovation Center, \$5,000 for parking improvements and \$5,000 for architectural and construction management services.
- In 1997, revenue of \$50,000 was added to this budget to reflect the Department of Administration Economic Development Division (Org. Unit 1106) purchasing the services of Research Park staff to assist in the planning and marketing of County surplus real estate for sale. This revenue is not continued for 1998.
- The 1998 budget includes a \$50,000 increase in revenue from the sale of Research Park land, from \$250,000 to \$300,000, as well as additional revenue of \$100,000 from reimbursable land sale expenses such as lawyer's fees, survey fees, title fees, engineering services provided by the Department of Public Works Professional Services Division and soil samples.
- If the Research Park realizes revenue from the sale of Research Park land in 1998 in excess of the budgeted \$300,000, the additional revenue will be used to fund capital improvements to the Technology Innovation Center. The improvements may include roof repair, window replacement and repair, tuckpointing, parapet and capping repairs and/or exterior painting.
- Marketing initiatives in 1998 include the release of four newsletters, a Research Park presentation on the World Wide Web of the Internet and at several trade shows and exhibits, and a reprint and updating of the Research Park information package which has not been updated since 1995.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY SALES TAX REVENUE

**UNIT NO.** 1900-2403  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 77.70 of Wisconsin Statutes, counties may enact a 0.5 percent sales and use

tax. The tax is typically imposed on the same goods and services as the State's 5.0 percent sales tax.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
County Sales Tax Revenue	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

STATISTICAL SUPPORTING DATA

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Estimated County Sales Tax Collections, Excluding Retailer's Discount	\$ 47,012,248	\$ 49,887,400	\$ 51,550,600
State Administrative Fee	<u>-705,184</u>	<u>-748,300</u>	<u>-773,300</u>
Milwaukee County Sales Tax Collections	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300
County Sales Tax Allocated to Capital Improvements	<u>0</u>	<u>0</u>	<u>0</u>
Net County Sales Tax Revenue Available for Debt Service Expenses	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

On April 1, 1991, Milwaukee County retailers began collecting a 0.5 percent county sales and use tax. Generally, items which are currently subject to the State's 5.0 percent sales tax are subject to the county sales and use tax in counties that have enacted the tax. Milwaukee County is currently one of 48 counties in the State of Wisconsin which relies on the sales tax to fund services formerly financed by local property taxes. The county sales and use tax is administered and collected by the Wisconsin Department of Revenue. The State currently retains a 1.5 percent administrative fee for this service. The fee is scheduled to decrease to 1.25% in 1999. The State currently distributes tax revenues to counties from seven weeks to eleven weeks

after collection by retailers. The Department of Revenue has announced plans to accelerate payments to counties by approximately three weeks beginning in November, 1997.

Milwaukee County Ordinances currently require that sales tax revenue be used to pay tax-supported debt service costs. Surplus revenues not needed for debt service payments are required to be used to directly finance capital improvements. For 1998, debt service costs paid from tax revenues exceed anticipated sales and use tax revenues.

The 1998 budget projects growth of approximately 3.3 percent in budgeted sales tax receipts.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SURPLUS (OR DEFICIT) FROM PRIOR YEAR

**UNIT NO.** 1900-4970  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60(3m) of the Wisconsin Statutes, every accounting and budgeting procedure applied under this section shall comply with generally accepted accounting

principles for government, as promulgated by the Governmental Accounting Standards Board.

<b>BUDGET SUMMARY</b>				
	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Surplus (Deficit) From Two Years Prior To Year Budgeted	\$4,564,977	\$2,200,844	\$1,457,003	\$-743,841

**SURPLUS CALCULATION**

1996 Expenditures and Encumbrances

Expenditure Appropriation	\$	1,053,108,308
<u>Less: Actual Expenditures and Encumbrances</u>		-997,099,010
Appropriation Carryover to 1997		<u>-53,896,314</u>
Available Appropriation, December 31, 1996	\$	2,112,984

1996 Revenues

Revenue Appropriation	\$	990,043,350
<u>Less: Actual Revenues</u>		-943,883,983
Appropriation Carryover to 1997		<u>-47,609,560</u>
Excess Appropriation, December 31, 1996	\$	-1,450,193

Adjustments to Surplus

Adjustments to Reserves	\$	1,659,230
Other Adjustments		<u>-865,018</u>
NET ADJUSTMENTS	\$	794,212

1996 SURPLUS FOR 1997 BUDGET \$ 1,457,003

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OTHER MISCELLANEOUS REVENUE

**UNIT NO.** 1900-4999  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes regarding submission of annual budget estimates, an estimate of

revenue from all other sources is included in the budget.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Other Miscellaneous Revenue	\$ 3,182,122	\$ 295,500	\$ 272,200

Miscellaneous revenue for the last five years is summarized in the following table.

<u>Year</u>	<u>Revenue</u>
1992	\$ 348,147
1993	21,856
1994	536,114
1995	375,491
1996	3,182,122

Typically, the miscellaneous revenue account is used to record extraordinary County revenues which are not attributable to County departmental operations or major non-departmental revenue accounts. For 1998, this account includes revenues from the cancellation of uncashed County checks, the dissolution of City of Milwaukee tax incremental financing district (TID) number 13, and \$100,000 from the

Milwaukee Yacht Club for the lease of McKinley Marina. Extraordinary payments are to be received by the County once every five years for the renewal of the McKinley Marina Lease. These extraordinary payments are scheduled as follows:

1998	\$100,000
2003	125,000
2008	150,000
2013	175,000

This account fluctuates significantly from year to year because of actual entries made in conjunction with closing the financial statements. For example, the 1996 revenue is unusually high because of the dissolution of the Research Park Trust Fund.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

**County Funded State Court Services Division**

Pursuant to Section 8, Article VII, Wisconsin Constitution, and Section 753.03, Wisconsin Statutes, the State Circuit Courts have original jurisdiction in all civil, juvenile and criminal matters. They also conduct administrative reviews. Milwaukee County comprises the First Judicial Administrative District of the State system and has 46 judges.

Pursuant to sections of the Wisconsin Statutes, the Clerk of Circuit Court maintains the records, books and files of the Circuit Courts - Civil, Family Support, Criminal and Children's Divisions; collects fees and costs prescribed by law; certifies copies of judgments or other papers or records; receives and disburses payment of trust, bail or other funds pursuant to court orders; invests funds and has custody of securities held for the benefit of minors, as ordered by the Court; furnishes attorneys with legal papers; prepares the daily court calendar and processes all cases. Per Chapter 100 of the Milwaukee County Ordinances and the rules of the County Board of Judges, the Clerk of Circuit Court is also Director of Court Services. Eligible jurors for the Milwaukee County court system are summoned by the Clerk of Circuit Court.

**Register in Probate Division**

Pursuant to Wisconsin Statutes, the Register in Probate maintains the records and files of all probate proceedings; receives payments of statutory fees; performs administrative services and ministerial duties in connection with mental commitment proceedings (Chapter 51), protective placement

proceedings (Chapter 55), will proceedings, contests of claims and other probate proceedings; processes termination of parental rights proceedings, agency adoptions and documents filed in all adoption proceedings (Chapters 48 and 882); performs administrative duties directed by the judges designated to hear probate proceedings; reviews documents and makes determinations required for informal administration of estates (Chapter 865); and exercises the powers and duties of a probate court commissioner when designated to do so by a judge assigned probate jurisdiction.

In addition, the 1985 Supreme Court decision in *State ex rel. Watts v. Combined Community Services*, 122 Wis. 2d 65, requires an annual court review of every existing protective placement case to protect the constitutional rights of persons under protective placement. The costs associated with such proceedings and other operating expenses not expressly assumed by the State are obligations of Milwaukee County [§ 753.19 and § 753.016(4), is. Stats. and *Romosco v. Milwaukee*, 108 Wis. 2d 32 (1982)].

**Family Court Commissioner Division**

The Division of the Family Court Commissioner was created pursuant to Section 767.13(2) of the Wisconsin Statutes and is the legal extension of the Family Court Branch of the Circuit Court. The general purpose of this department is to conduct formal hearings in matters relating to marriage and actions affecting the family pursuant to Chapters 765 and 767 of the Wisconsin Statutes, and includes the Family Court Counseling Services Unit.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 9,760,891	\$ 10,122,190	\$ 10,407,930	\$ 285,740
Fringe Benefits	2,961,841	0	0	0
Services	5,868,094	5,279,952	5,396,915	116,963
Commodities	288,058	325,971	299,837	-26,134
Other Charges	786,748	0	0	0
Capital Outlay	105,079	11,684	19,456	7,772
Contractual Crosscharges	11,549,164	5,707,648	6,025,740	318,092
Abatements	-1,435,488	-915,279	-791,289	123,990
<b>Total Expenditures</b>	<b>\$ 29,884,387</b>	<b>\$ 20,532,166</b>	<b>\$ 21,358,589</b>	<b>\$ 826,423</b>
<b>State &amp; Federal Revenue</b>	<b>\$ 5,272,779</b>	<b>5,133,484</b>	<b>5,360,873</b>	<b>227,389</b>
<b>Other Revenue</b>	<b>4,470,060</b>	<b>4,695,847</b>	<b>5,248,468</b>	<b>552,621</b>
<b>Total Revenue</b>	<b>\$ 9,742,839</b>	<b>\$ 9,829,331</b>	<b>\$ 10,609,341</b>	<b>\$ 780,010</b>
<b>Property Tax Levy</b>	<b>\$ 20,141,548</b>	<b>\$ 10,702,835</b>	<b>\$ 10,749,248</b>	<b>\$ 46,413</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$8,439,816 to \$19,142,651. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$9,116,135 to \$19,865,383 for a tax levy change of \$722,732.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

**UNIT NO. 2000**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
County Funded State	Expenditure	\$ 27,322,389	\$ 18,348,964	\$ 19,154,166	\$ 805,202
Court Services	Abatement	-508,118	-116,429	-75,163	41,266
	Revenue	<u>8,841,677</u>	<u>8,804,309</u>	<u>9,528,565</u>	<u>724,256</u>
	Tax Levy	\$ 17,972,594	\$ 9,428,226	\$ 9,550,438	\$ 122,212
Register in Probate	Expenditure	\$ 1,940,172	\$ 1,386,110	\$ 1,334,485	\$ -51,625
	Abatement	0	0	0	0
	Revenue	<u>654,607</u>	<u>682,540</u>	<u>673,940</u>	<u>-8,600</u>
	Tax Levy	\$ 1,285,565	\$ 703,570	\$ 660,545	\$ -43,025
Family Court	Expenditure	\$ 2,057,314	\$ 1,712,371	\$ 1,661,227	\$ -51,144
Commissioner	Abatement	-927,370	-798,850	-716,126	82,724
	Revenue	<u>246,555</u>	<u>342,482</u>	<u>406,836</u>	<u>64,354</u>
	Tax Levy	\$ 883,389	\$ 571,039	\$ 538,265	\$ -32,774

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	307.1	319.0	280.9	-38.1
Overtime Hours	6,655	6,416	4,697	-1,719
Overtime Dollars	\$123,841	\$119,608	\$119,608	\$0

\* Combined Court Related Operations personal services have been reduced \$397,293 to establish a net salary budget that is 96.04% of gross wages. For 1997, Combined Court Related Operations net salary budget was 93.67% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	8.0	7.0	-1.0
Clerical (F)	263.0	219.0	-44.0
Paraprofessional (E)	11.0	11.0	0.0
Professional (B)	44.0	41.0	-3.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>326.0</b>	<b>278.0</b>	<b>-48.0</b>

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COMBINED COURT RELATED OPERATIONS

UNIT NO. 2000

FUND: General - 010000

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Court Reporter	Transfer	3	Family Support	\$ -124,458
Court Reporter - per diem	Transfer	1	Family Support	\$ -3,058
Deputy Clerk of Court	Transfer	3	Family Support	\$ -106,089
Clerk Steno III	Transfer	1	Family Support	\$ -28,691
Clerk Typist II	Transfer	5	Family Support	\$ -125,256
Clerk Typist III	Transfer	2	Family Support	\$ -52,787
Clerk Typist IV	Transfer	3	Family Support	\$ -88,324
Family Support Information Clerk	Transfer	2	Family Support	\$ -52,979
Account Clerk I	Transfer	14	Family Support	\$ -380,181
Account Clerk II	Transfer	3	Family Support	\$ -86,949
Accountant III (NR)	Transfer	1	Family Support	\$ -40,807
Teller I	Transfer	5	Family Support	\$ -135,085
Administrative Assistant 1-Court	Transfer	1	Family Support	\$ -29,951
Administrative Assistant 2-Courts	Transfer	1	Family Support	\$ -40,474
Administrative Assistant 2-Family	Transfer	1	Family Support	\$ -42,354
KIDS Project Coordinator	Transfer	1	Family Support	\$ -39,508
Manager - Family Support	Transfer	1	Family Support	\$ -64,413
Court Coordinator	Create	1	Chief Judge	\$ 49,877
Clerk Steno III	Abolish	1	Administration	\$ -27,815
Clerk Typist III	Create	2	Criminal	\$ 52,787
Deputy Clerk of Court	Create	1044 hrs.	Criminal	\$ 17,682
Account Clerk II	Create	1	Criminal	\$ 28,983
Clerk Typist III	Abolish	1	Criminal	\$ -26,394
Deputy Clerk of Court	Abolish	2	Criminal	\$ -70,726
			TOTAL	\$ -1,416,970

COUNTY FUNDED STATE COURT SERVICES DIVISION

Division Description

The division is comprised of six units, the Chief Judge's Office, Clerk of Courts Administration, Family Section, Criminal Section, Civil Section and Children's Section:

The **Chief Judge** is the Administrative Chief of the First Judicial Administrative District which is solely comprised of Milwaukee County. The Chief Judge is responsible for the oversight of administration of judicial activities in the 46 Circuit Courts within the District.

The **Administration Section**, under direction of the Clerk of Circuit Court/Court Services Director, plans, directs and coordinates the operations of the Circuit Court Civil, Criminal, Family and Children's sections. It includes

General Administration, Budget and Accounting, Appeals, Jury Management, and Management Information units. It coordinates budget preparation, accounting controls, cash management and investments, personnel, courts automation, jury management and the purchase and distribution of equipment and supplies, prepares statistical reports for the court system, and prepares cases for appeal to the State Appellate Court.

In the **Family Section**, the Family Courts hear all actions affecting the family as set forth in Chapter 767, Wisconsin Statutes.

The courts in the **Criminal Section** hear, try and determine all matters for pretrial, trial and post-conviction proceedings in felony, misdemeanor and traffic matters. In addition, the misdemeanor courts conduct proceedings on matters in which jury demands have been filed in the municipal courts in Milwaukee County. The Clerk of Circuit Court, Criminal Section, consults with litigants and attorneys on procedural

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matters; processes the records for the court; receives cases from the municipal courts; accounts for and disburses fees and fines to the County Treasurer; prepares judgment rolls and case records; issues warrants and necessary documents for court actions including the issuance of occupational licenses in operating while intoxicated cases, and maintains records for the automated JUSTIS System.

In the *Civil Section*, the Civil Courts adjudicate small-claims, large-claims, replevin and eviction actions. The Clerk of Circuit Court consults with litigants and attorneys on procedural matters, calculates costs and records judgments. This division maintains the central court files for civil and family matters. The Civil Section directs the work of the clerical staff of the court, assigns and

calendars all cases in the Civil and Family Sections of the Circuit Court and supervises the processing of Civil appeals to the State Court of Appeals.

The Clerk of Circuit Court, *Children's Section* consults with petitioners, court-appointed guardians, probation officers and other officials. The Childrens' Courts exercise jurisdiction over matters involving persons under the age of 18 years regarding delinquency, dependency, neglect, guardianships, detention and termination of parental rights. This section directs the preparation of legal processes, court orders and vouchers and maintains and files Children's Court records, including disposition of cases.

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Chief Judge	Expenditure	\$ 705,118	\$ 313,016	\$ 430,322	\$ 117,306
	Abatement	-20,028	0	0	0
	Revenue	<u>32,135</u>	<u>18,000</u>	<u>131,918</u>	<u>113,918</u>
	Tax Levy	\$ 652,955	\$ 295,016	\$ 298,404	\$ 3,388
Clerk of Court Administration	Expenditure	\$ 1,877,441	\$ 739,710	\$ 974,289	\$ 234,579
	Abatement	-137,561	-53,988	0	53,988
	Revenue	<u>310,841</u>	<u>156,825</u>	<u>182,500</u>	<u>25,675</u>
	Tax Levy	\$ 1,429,039	\$ 528,897	\$ 791,789	\$ 262,892
Family Section	Expenditure	\$ 1,488,864	\$ 1,421,998	\$ 977,574	\$ -444,424
	Abatement	0	0	0	0
	Revenue	<u>1,105,311</u>	<u>1,263,566</u>	<u>1,052,288</u>	<u>-211,278</u>
	Tax Levy	\$ 383,553	\$ 158,432	\$ -74,714	\$ -233,146
Criminal Section	Expenditure	\$ 11,100,781	\$ 7,078,346	\$ 7,674,098	\$ 595,752
	Abatement	0	0	0	0
	Revenue	<u>3,412,636</u>	<u>3,133,033</u>	<u>3,695,761</u>	<u>562,728</u>
	Tax Levy	\$ 7,688,145	\$ 3,945,313	\$ 3,978,337	\$ 33,024
Civil Section	Expenditure	\$ 6,100,169	\$ 3,991,061	\$ 4,005,462	\$ 14,401
	Abatement	-127,517	-62,441	-75,163	-12,722
	Revenue	<u>2,765,161</u>	<u>3,003,466</u>	<u>3,240,989</u>	<u>237,523</u>
	Tax Levy	\$ 3,207,491	\$ 925,154	\$ 689,310	\$ -235,844
Children's Section	Expenditure	6,047,944	4,804,833	5,092,421	287,588
	Abatement	-223,012	0	0	0
	Revenue	<u>1,179,713</u>	<u>1,229,419</u>	<u>1,190,609</u>	<u>-38,810</u>
	Tax Levy	\$ 4,645,219	\$ 3,575,414	\$ 3,901,812	\$ 326,398

**BUDGET HIGHLIGHTS**

- Pursuant to State Statute Chapter 59, relating to Health and Human Services, which states that a County Board may designate by resolution any office, officer, board,

department or agency as the county support collection designee to receive and disburse child and spousal support payments ordered by the Courts, the Family Support staff located in the Clerk of Courts' Office in 1997 is transferred to the Department of Child Support

# COUNTY EXECUTIVE'S 1998 BUDGET

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Enforcement. All expenditures associated with this staff had formally been crosscharged from the Clerk of Courts' office to the Department of Child Support Enforcement. This transfer eliminates that crosscharge which was \$1,771,952 in 1997. Expenditure authority in the Department of Child Support Enforcement in 1998 for the Family Support Division is \$1,709,401 for a decrease of \$62,551 from 1997. There are 48 positions associated with this transfer. Although the staff is transferred into the Department of Child Support Enforcement, the physical location of the staff is not altered. It is anticipated that this transfer will increase the efficiencies within the Department of Child Support Enforcement and lead to additional savings. The State of Wisconsin has guaranteed the Department of Child Support Enforcement 55 pieces of computer equipment, contingent upon the transfer of Family Support Operations occurring in 1998, to convert Family Support staff from CCAP terminals to KIDS terminals. The 1998 - 1999 State Budget mandates that this transfer occur in 1999.

- Two positions of Deputy Clerk of Court/Judicial Assistant and one position of Clerk Typist III are abolished, with a savings of \$97,120. These positions were provided in 1997 for the reinstatement of the Bench Warrant Removal Project for one year, preventing the unnecessary incarceration of individuals for cases which the District Attorney cannot or will not prosecute.
- Pursuant to State Statute 230.047, entitled Temporary interchange of employees, the County enters into an agreement with the State of Wisconsin to allow for the temporary interchange of the current holder of the position of Justice System Review Coordinator. This employee will perform duties of the state position of District Court Administrator. The State has agreed to provide full reimbursement, including costs of fringe benefits, which totals \$119,918. This agreement is entered into for the duration of one year, and will be evaluated for possible extension of one year only for 1999, pursuant to statute, which allows such an agreement for only a two-year period.
- Creation of one position of Court Coordinator, at a cost of \$49,877, is included to provide for the services previously performed by the Justice System Review Coordinator for the felony courts.
- For 1998, the vacant position of Clerk Steno III is abolished for a savings of \$28,091.
- Personal Services have been reduced \$397,293 to establish a net salary budget that is 96.04% of gross wages. For 1997, the net salary budget was 93.67% of gross wages.
- The cost to continue one position of Legal Counsel 1 is

\$38,395. The cost of this position was partially offset by the abolishment of one Legal Research Intern at a savings of \$27,366.

- In an effort to reduce jail population, the Chief Judge of Milwaukee County has ordered the conversion of one Probate Court to a full-time Misdemeanor Court effective January 1, 1998. Additional Clerk of Court staff required for this total \$99,453 and include two Clerk Typist III, one Account Clerk II and 1044 hours for a Deputy Clerk of Court. Two additional bailiff posts are required to staff the court and are included in the crosscharge from the Sheriff's Department.
- One Deputy Clerk of Court, with a cost of \$35,727, is transferred from the Register in Probate to the Clerk of Courts to provide for staffing of the Probate Court that is being converted to a full-time Misdemeanor Court on January 1, 1998.
- The cost of court-ordered services increases \$112,750 due to increases of \$41,000 in Legal Fees and \$71,750 in Guardian Ad Litem Fees. In recognition of the work of the Clerk of Court with members of the Judiciary regarding Guardian ad Litem costs, funding remains at the department's requested amount. Funding for Witness Fees of \$84,000, Interpreter Fees of \$72,000 and Transcript Fees of \$60,000 remain at the 1997 levels due to actual experience.
- Juror Costs decrease by \$8,300 due to a decrease of \$8,300 in House of Correction Jury Meals. Funding for Juror Fees, Juror Hotel and Meals remains at 1997 funding levels.
- Bailiff services increase by adding funding for three Deputy Sheriff I bailiff positions for the converted Probate Court into a full-time Misdemeanor Court. In total, the 1998 bailiff staffing plan provides 102 sworn positions, including 98 Deputy Sheriff I, three Sergeants, one Lieutenant and 10,000 hours of overtime to provide full-time and vacation relief coverage for the following 81 posts: twenty for the Felony Judges, twenty-one for the Misdemeanor Judges, eleven for the Juvenile Court Judges, four for the Family Court Judges, four for the Civil and Probate Judges, three for Civil Judges handling spin-off felonies, one for the Civil Judge handling small claims, four for the Juvenile Court Commissioners, three for Preliminary Hearing Court, two for the Family Court Commissioner's Office, two for Intake Court, one each for the Traffic Commissioner and Small Claims Commissioner, three posts at the Children's Court Center and one bailiff assigned to the Out-of-Custody Court.
- Funding is provided to fund the Court's portion for the seven night per week operation of the Booking Magistrate/Out-of-Custody Intake Court Program,

# COUNTY EXECUTIVE'S 1998 BUDGET

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including the cost of one Deputy Clerk of Court/Judicial Assistant, at a cost of \$35,363, and a part-time Court Commissioner, at a cost of \$29,120.

- Appropriations for library services for judges are decreased by \$40,000, with a decrease of \$49,400, from \$120,445 to \$71,045, in the book budget for written materials due in part to 1998 being a non-statute year. 1997 created a \$26,600 contract with the Legal Resource Center to order and maintain written reference materials in Judges' chambers and to provide assistance to court staff in the use of Lexis and Westlaw. This contract increases by \$9,400, from \$26,600 to \$34,000, for 1998.
- The Legal Research Center, Org. 1943, created in 1996, will continue under the control and oversight of the Chief Judge and Clerk of Circuit Court.
- Funding of \$39,583 is provided for replacement and minor equipment purchases including \$30,278 for replacement chairs and \$9,305 for miscellaneous minor equipment.
- In 1996, the County Board of Supervisors adopted File No. 96-273 which authorized and directed that the Wisconsin Correctional Services and In-House Correctional Services contracts relating to the operation of the Intake Screening Center and the population levels of the Jail and House of Correction be transferred from Combined Court Related Operations to the jurisdiction of the Sheriff's Department. This transfer was made to provide the Sheriff with tools to assist with the management of the Jail and to ensure the continued unhampered future operation of these programs. For 1998, these programs will remain under the jurisdiction of the Sheriff and the funding for the programs will be placed in Org. 1940.
- Funding of \$14,000 for the rental of the Municipal Court room in the CJF continues in 1998, which is the same rate as 1997. Although the County is no longer utilizing this space, the billing cycle occurs after the year has expired and this funding will be used for 1997's space costs.
- Revenue of \$90,000 from the Local Law Enforcement Block Grant is provided. \$10,000 in Revenue from the Milwaukee Foundation provides the local match. Expenditure authority of \$100,000 is provided in the Contract - Personal Services Account for use by the Drug Court.
- State reimbursement revenue increases \$27,072, from \$4,888,883 to \$4,915,955. An increase of \$9,087 in reimbursement for Interpreter Services is projected. An increase in reimbursement of \$8,383 for salary costs for judges and court reporters will result in a corresponding increase in expenditures for these costs. Funding for the Court Support Grant remains at the 1997 levels. Reimbursement for Guardian ad Litem services increase by \$9,600 for the Clerk of Courts but is offset by a corresponding decrease of \$9,600 in Guardian ad Litem funding for the Register in Probate for a net funding level of Guardian ad Litem services for the Courts' system at 1997 levels.
- A \$586,200 increase, from \$555,000 to \$1,141,200, in the Bail Forfeiture Fund is a result of the increased jail population and a change in department policy that expedites collection of this revenue. Interest on Investments revenue decreases \$152,320, from \$446,820 to \$294,500, due to the loss of KIDS money to the State. Civil Filing Fee revenue increases by \$97,300, from \$877,700 to \$975,000.
- Due to the conversion of the financial section of the department to CCAP Financial, various revenue accounts have been consolidated to correspond with CCAP reporting requirements.
- In 1998, the department will begin utilizing tax intercept to attempt to recoup owed forfeitures. \$25,000 in revenue has been included in anticipation of this new initiative.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

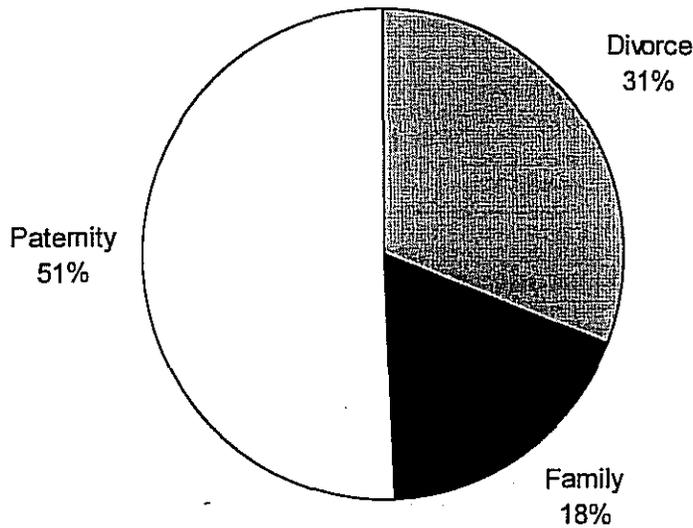
**UNIT NO. 2000**

**FUND: General - 010000**

**Family Division**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Total Family Cases Filed	16,000	11,750	16,500	12,510
Divorce Cases Filed	4,000	3,831	4,000	3,879
Other Family Matters Filed	4,000	2,186	4,000	2,277
Paternity Cases Filed	8,000	5,733	8,500	6,354

**Family Case Distribution - 1998**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

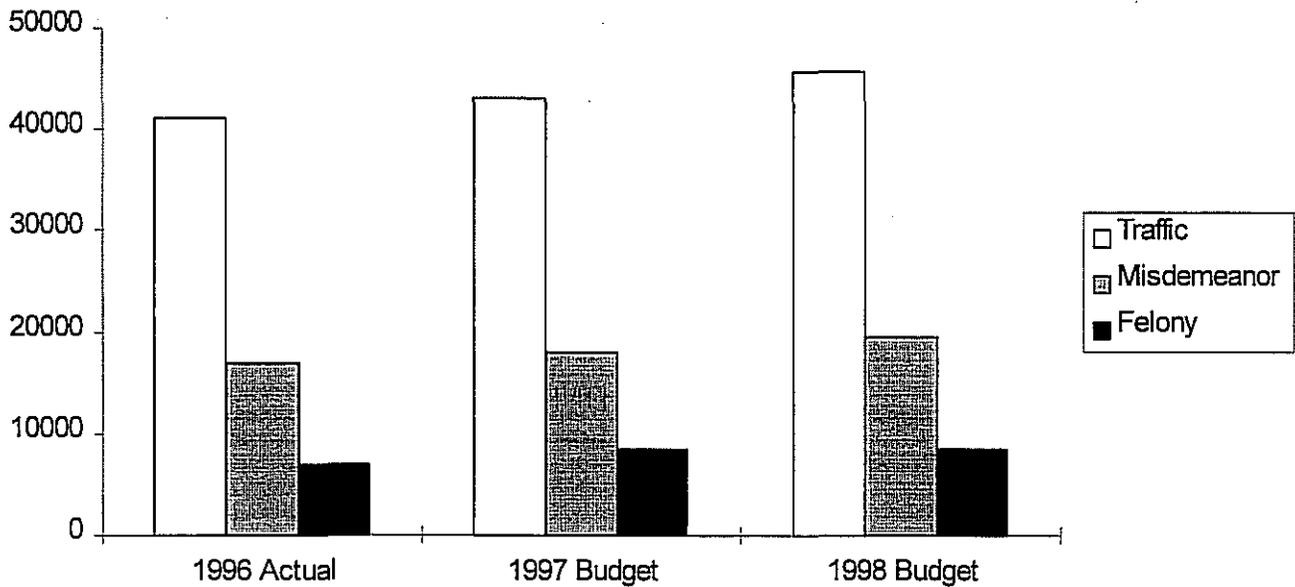
**UNIT NO. 2000**

**FUND: General - 010000**

**Criminal Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Cases Filed	65,000	72,205	68,500	73,659
Cases Disposed	64,500	70,681	68,000	70,799
Cases Pending End of Year	37,485	39,210	37,600	40,460
Traffic Cases Filed	41,150	44,759	43,000	45,638
Misdemeanor Cases Filed	16,950	19,289	18,000	19,521
Felony Cases Filed	6,900	8,157	8,500	8,500

**Criminal Section Annual Cases Filed**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

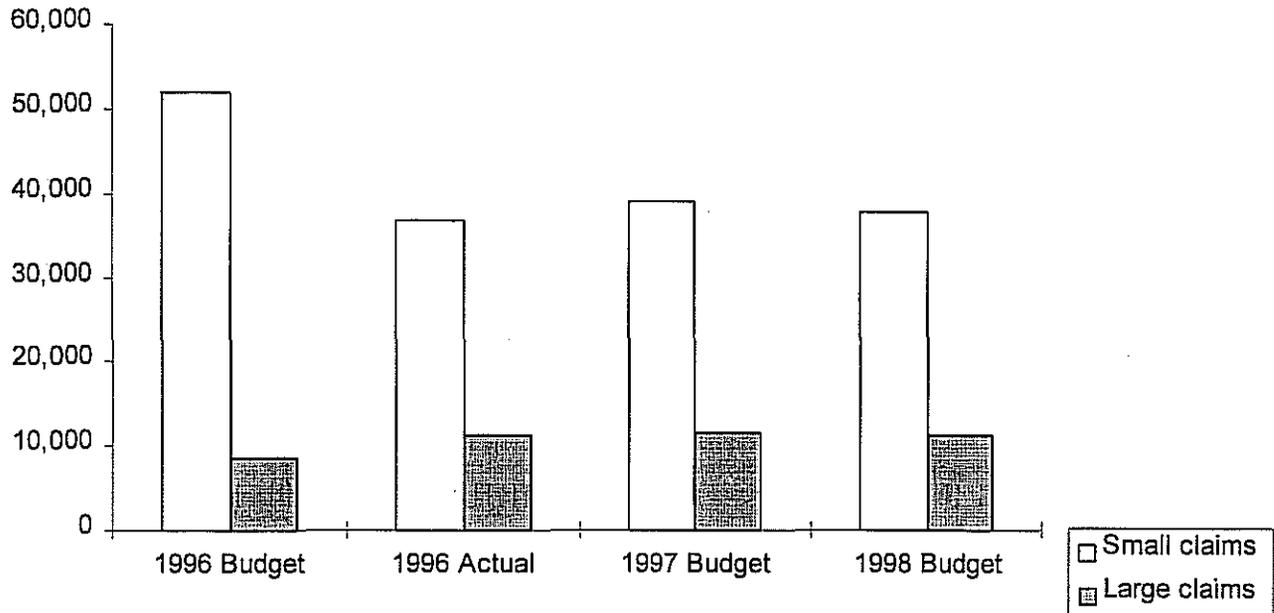
**UNIT NO. 2000**

**FUND: General - 010000**

**Civil Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Cases Filed	52,000	47,968	50,500	49,057
Cases Disposed	38,000	49,701	51,000	50,000
Cases Pending End of Year	14,000	6,183	6,000	6,200
Small Claims Filed	52,000	36,694	39,000	37,682
Large Claims Filed	8,600	11,274	11,500	11,375

**Civil Section Annual Cases Filed**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

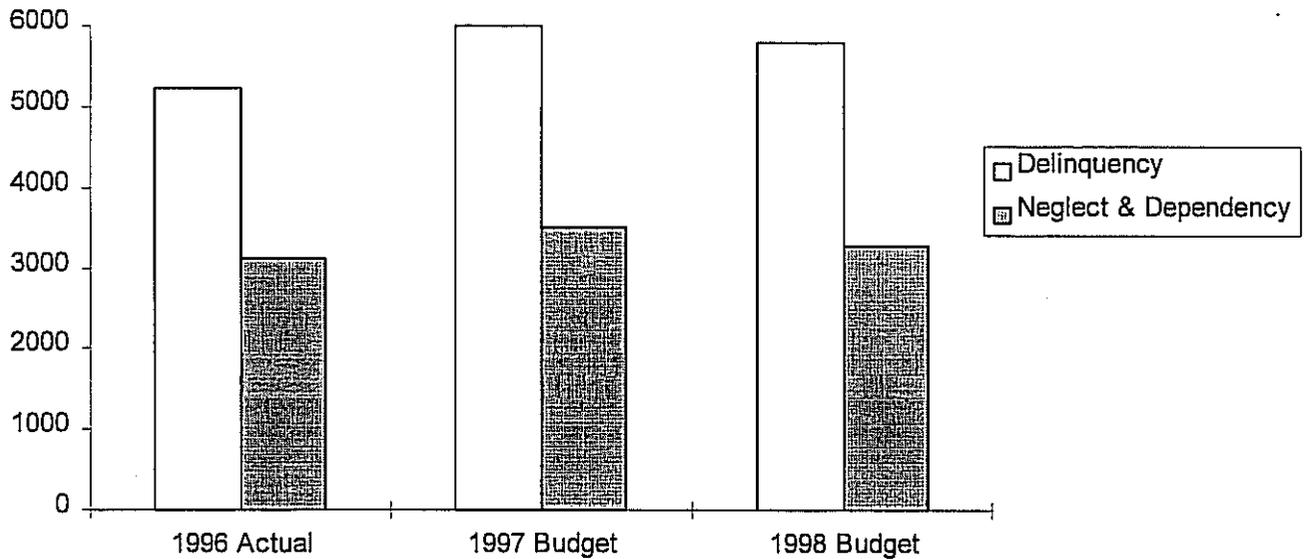
**UNIT NO. 2000**

**FUND: General - 010000**

**Children's Section**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Cases Filed	10,530	9,245	10,400	9,966
Cases Disposed	6,000	9,426	9,600	9,478
Cases Pending End of Year	3,500	5,649	5,900	6,388
Delinquency Petitions	280	5,236	6,000	5,798
Neglect & Dependency Petitions	.750	3,121	3,500	3,268
Termination of Parental Rights	9,200	194	200	200
Other Juvenile Matters	6,556	694	700	700

**Children's Section Annual Workload Depiction**



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**REGISTER IN PROBATE DIVISION**

**OBJECTIVES**

1. Continue to develop computer programs as part of caseflow management to monitor the statutory duty of guardians to file annual reports on the condition of their ward as well as procedures to improve compliance.
2. Develop computer programs as part of caseflow management to monitor filings and dispositions of contested cases and expand the computerized index to probate proceedings to include all probate records to increase efficiency in retrieving probate records.

provides information on probate procedures, practices and the status of pending probate proceedings; verifies disbursements and assets in guardianship accounts; collects probate filing fees; issues certified copies of probate records; microfilms probate records and processes originals for destruction; provides the mechanism and direct public services for informal administration of estates; provides legal services associated with adoption proceedings, procedural requirements for final settlements of estates and enforcing time limits for filing estate inventories and trust and guardianship accounts and for closing estates; and certifies appeal records to the Court of Appeals.

The *Probate Court Support Unit* assists the Probate Courts in adjudicating matters involving probate, trusts, guardianships of persons and estates, conservatorship, protective placements, involuntary commitments, termination of parental rights and adoptions, domestic violence cases and issues restraining orders and injunctions in harassment cases.

**Division Description**

The *Probate Administration Unit* provides administrative services for the probate system. It maintains all wills deposited for safekeeping or filed for probate, all probate records of estates, trusts, guardianships of persons and estates, conservatorship, protective placements, involuntary commitments, termination of parental rights and adoptions;

<b>DIVISIONAL COST SUMMARY</b>						
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>	
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	
Administration	Expenditure	\$ 1,003,324	\$ 689,822	\$ 700,178	\$ 10,356	
	Revenue	<u>422,465</u>	<u>437,940</u>	<u>438,940</u>	<u>1,000</u>	
	Tax Levy	\$ 580,859	\$ 251,882	\$ 261,238	\$ 9,356	
Court Support	Expenditure	\$ 936,848	\$ 696,288	\$ 634,307	\$ -61,981	
	Revenue	<u>232,142</u>	<u>244,600</u>	<u>235,000</u>	<u>-9,600</u>	
	Tax Levy	\$ 704,706	\$ 451,688	\$ 399,307	\$ -52,381	

**BUDGET HIGHLIGHTS**

- One Deputy Clerk of Court, with a cost of \$35,727, is transferred from the Register in Probate to the Clerk of Courts to provide for staffing of the Probate Court that is being converted to a full-time Misdemeanor Court on January 1, 1998.
- The cost of court-ordered services decreases \$30,500, from \$443,062 to \$412,562, due to a decrease of \$46,850 for Guardian ad Litem fees and a decrease of \$4,650 in Legal fees offset by an increase of \$20,000

for psychiatrist fees and an increase of \$1,000 in Guardian ad Litem miscellaneous costs, all based on experience.

- Personal Services have been reduced by \$8,000 to establish a net salary budget that is 98.99% of gross wages. For 1997, the net salary budget was 96.26% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

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<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Informal Administration	2,000	1,937	2,000	2,100
Adoptions	140	309	140	15*
Trust, Openings	75	67	100	75
Wills for Safekeeping	275	197	250	250
Guardianships/Conservatorship Opened	725	748	77,700	745
Protective Placement Cases Filed Chapter 55	575	755	550	680
Mental Commitment Cases Filed Chapter 51	2,450	2,629	2,695	2,630
Termination of Parental Rights	100	119	100	0*
Annual Review of Protective Placements	1,600	1,768	1,670	1,700
Probate Proceeding in Court	760	407	760	415
Restraining Orders & Injunctions	1,600	1,613	1,600	1,600
Domestic Violence Cases	5,588	7,411	5,500	7,500

\* Responsibility for Adoptions and Terminations of Parental Rights has transferred to the Children's Section of the Clerk of Courts.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

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**FAMILY COURT COMMISSIONER DIVISION**

**OBJECTIVES**

1. Provide clients not represented by legal counsel with procedural information and direction regarding proceedings in the Family Courts and comply with the statutory provisions of Section 767.081 of the Wisconsin State Statutes.

**Division Description**

The following is a division summary of major changes of the three units, General Office, Child Support and Family Court Counseling Services, included in this division.

The *General Office Unit* conducts hearings for the family matters of separation, divorce, and domestic abuse cases. This unit also provides clerical support for these activities. A total of 21 professional and clerical positions are authorized to provide these services. A portion of these salaries are internally charged to the Child Support Enforcement unit for services provided to that unit

The *Child Support Enforcement Unit* provides support to

Child Support Enforcement in coordination with the County Funded State Court Services and the Family Courts. This unit conducts the paternity hearings and monitors the job search task for those individuals liable for child support. This section has eight authorized full-time positions: four Assistant Family Court Commissioner positions and four clerical positions. It also receives staff support from the General Office.

The *Family Court Counseling Services Unit* was created in 1989 to provide mediation services and custody studies for the Family Courts as mandated by Section 767.11, Wisconsin Statutes. The authorized staff includes the Director of Family Court Counseling Service, a Family Court Clerk IV (NR) and a Family Court Counseling Clerk to provide referrals to private providers of custody studies and mediation services and to administer the contracts with these providers. Costs of mediation and custody studies are funded by user fees, filing fees and from a portion of the fee for the sale of marriage licenses.

<b>DIVISIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
General Office	Expenditure	\$ 926,777	\$ 664,278	\$ 645,085	\$ -19,193
	Abatement	0	0	0	0
	Revenue	<u>14,290</u>	<u>57,000</u>	<u>57,000</u>	<u>0</u>
	Tax Levy	\$ 912,487	\$ 607,278	\$ 588,085	\$ -19,193
Child Support Enforcement Services	Expenditure	\$ 929,415	\$ 798,850	\$ 716,126	\$ -82,724
	Abatement	927,370	798,850	716,126	-82,724
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 2,045	\$ 0	\$ 0	\$ 0
Family Court Counseling Services	Expenditure	\$ 205,212	\$ 249,243	\$ 300,016	\$ 50,773
	Abatement	0	0	0	0
	Revenue	<u>232,265</u>	<u>285,482</u>	<u>349,836</u>	<u>64,354</u>
	Tax Levy	\$ -27,053	\$ -36,239	\$ -49,820	\$ -13,581

**BUDGET HIGHLIGHTS**

- The \$300,016 cost of expenditures for the Family Court Counseling Unit, along with \$49,820 of costs for Fringe Benefits, IMSD charges, Central Services Allocation, Space Rental and Mail Room Services is offset by revenues collected from filing fees in certain family cases and user fees for mediation and custody study services and from a portion of the fee for the sale of marriage licenses. If, during 1998, the actual revenues received from these sources exceed the expenditures

budgeted, the State mandates that they are to be set aside to offset future operating costs of this section. Any surplus resulting from this section cannot be used to reduce County tax levy.

- The cost of bailiff services to be provided by the Sheriff's Department decreases by \$13,301, from \$145,261 to \$131,960. This appropriation is based on the Sheriff's Department providing the same level of bailiff services for 1998 as was provided in 1997 but in a more efficient manner.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COMBINED COURT RELATED OPERATIONS**

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- The cost of bailiff services to be provided by the Sheriff's Department decreases by \$13,301, from \$145,261 to \$131,960. This appropriation is based on the Sheriff's Department providing the same level of bailiff services for 1998 as was provided in 1997 but in a more efficient manner.
- The abatement to Child Support Enforcement for child support enforcement services provided by this unit decreases by \$82,724, from \$798,850 to \$716,126, primarily due to a decrease of \$66,698 in Direct Labor Transfer and a decrease of \$4,050 in Sheriff Services.
- Personal Services have been reduced by \$61,880 to establish a net salary budget that is 95.54% of gross wages. For 1997, net salary budget was 97.44% of gross wages.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Divorce/Compel Support Motions Scheduled	8,550	8,257	9,300	9,000
Paternity Motions Scheduled	30,900	22,556	31,000	25,000
Domestic Abuse/Child Abuse TRO Hearings	3,200	4,214	4,200	4,500
Default Hearings Heard for Judges	4,200	400	400	500
"Walk-In" Matters-Divorce/Paternity	4,250	8,294	4,700	6,500
Review of Stipulations/Issuances of Orders	2,500	2,475	2,500	2,500
Case Inquiries - By Phone and Mail	1,950	1,950	1,950	1,950
Referrals from Judges for FCC Hearings	100	100	100	100

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

**OPERATING AUTHORITY AND PURPOSE**

The purpose of the Department of Child Support Enforcement is to implement and administer the Child Support Enforcement Act pursuant to Title IV-D of the Federal Social Security Act and Sections 46.25 and 59.53(5m) of the Wisconsin Statutes, under contract with the State Department of Workforce Development. Cases are referred to the Department of Child Support Enforcement by the Milwaukee County Department of Human Services and W-2 vendors when a custodial parent applies for benefits. Non-AFDC custodial parents may also apply for services. The Department of Child Support Enforcement works cooperatively with other County departments within the IV-D program to conduct investigations, locate absent parents, appear in court on cases to establish and enforce support orders, establish paternity, conduct job search interviews and various other child support related functions. The Department also administers the recovery of medical as well as subsistence payments.

**OBJECTIVES**

1. Continue to implement procedures to comply with provisions of the 1988 Family Support Act for periodic review and revision of child support orders.
2. Continue to work with the State Bureau of Child Support Enforcement to develop and implement the new Child Support Automation System (KIDS) which the State brought on-line on September 1, 1996.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 5,003,505	\$ 5,650,277	\$ 5,925,871	\$ 275,594
Fringe Benefits	1,557,658	0	0	0
Services	1,535,873	1,578,512	1,577,847	-665
Commodities	65,003	143,145	160,420	17,275
Capital Outlay	21,145	32,000	30,400	-1,600
Other Charges	4	0	0	0
Contractual Crosscharges	4,757,525	2,976,032	915,569	-2,060,463
Abatements	-2,347,560	-1,825,452	0	1,825,452
<b>Total Expenditures</b>	<b>\$ 10,593,153</b>	<b>\$ 8,554,514</b>	<b>\$ 8,610,107</b>	<b>\$ 55,593</b>
State & Federal Revenue	10,539,400	10,653,437	11,589,342	935,905
Other Direct Revenue	928,092	496,000	422,023	-73,977
<b>Total Revenue</b>	<b>\$ 11,467,492</b>	<b>\$ 11,149,437</b>	<b>\$ 12,011,365</b>	<b>\$ 861,928</b>
<b>Property Tax Levy</b>	<b>\$ -874,339</b>	<b>\$ -2,594,923</b>	<b>\$ -3,401,258</b>	<b>\$ -806,335</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,277,982 to \$-316,941. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,223,826, to \$-1,177,432, for a tax levy change of \$-860,491.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administrative Services	Expenditure	\$ 842,221	\$ 736,926	\$ 762,728	\$ 25,802
	Abatement	0	0	0	0
	Revenue	<u>3,998,756</u>	<u>3,882,138</u>	<u>4,265,045</u>	<u>382,907</u>
	Tax Levy	\$ -3,156,535	\$ -3,145,212	\$ -3,502,317	\$ -357,105
Client/Case Services	Expenditure	\$ 9,453,160	\$ 7,599,397	\$ 6,137,978	\$ -1,461,419
	Abatement	-40,571	-53,500	0	-53,500
	Revenue	<u>7,468,736</u>	<u>7,267,299</u>	<u>7,746,320</u>	<u>479,021</u>
	Tax Levy	\$ 1,943,853	\$ 278,598	\$ -1,608,342	\$ -1,886,940
Family Support	Expenditure	\$ 2,645,332	\$ 2,043,643	\$ 1,709,401	\$ -334,242
	Abatement	-2,306,989	-1,771,952	0	1,771,952
	Revenue	\$ 0	\$ 0	\$ 0	\$ 0
	Tax Levy	\$ 338,343	\$ 271,691	\$ 1,709,401	\$ 1,437,710

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	124.8	130.3	177.7	47.4
Overtime Hours	2,128	1,084	3,719	2,635
Overtime Dollars	\$ 44,199	\$ 15,010	\$ 78,162	\$ 63,152

Department of Child Support Enforcement personal services have been reduced by \$266,706 to establish a net salary budget that is 95.37% of gross wages. For 1997, the Department of Child Support Enforcement had a net salary budget that was 96.05% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	54.0	95.0	41.0
Paraprofessional (E)	17.0	17.0	0.0
Professional (B)	43.0	46.0	3.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>119.0</b>	<b>163.0</b>	<b>44.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

**UNIT NO.** 2430

**FUND:** 01000

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Court Reporter	Transfer	3	Family Support	\$ 124,458
Court Reporter-per diem	Transfer	1	Family Support	\$ 3,058
Deputy Clerk of Court	Transfer	3	Family Support	\$ 106,089
Clerk Steno III	Transfer	1	Family Support	\$ 28,691
Clerk Typist II	Transfer	5	Family Support	\$ 125,256
Clerk Typist III	Transfer	2	Family Support	\$ 52,787
Clerk Typist IV	Transfer	3	Family Support	\$ 88,324
Family Support Information Clerk	Transfer	2	Family Support	\$ 52,979
Account Clerk I	Transfer	14	Family Support	\$ 380,181
Account Clerk II	Transfer	3	Family Support	\$ 86,949
Accountant III (NR)	Transfer	1	Family Support	\$ 40,807
Teller I	Transfer	5	Family Support	\$ 135,085
Administrative Assistant 1-Courts	Transfer	1	Family Support	\$ 29,951
Administrative Assistant 2-Courts	Transfer	1	Family Support	\$ 40,474
Administrative Assistant 2-Family	Transfer	1	Family Support	\$ 42,354
KIDS Project Coordinator	Transfer	1	Family Support	\$ 39,508
Manager-Family Support	Transfer	1	Family Support	\$ 64,413
Court Reporter	Abolish	1	Family Support	\$ -41,486
Court Reporter-per diem	Abolish	1	Family Support	\$ -3,065
Teller I	Abolish	1	Family Support	\$ -27,017
Trainer Coordinator	Create	1	Administrative Services	\$ 34,034
Paralegal-Jobs Center	Abolish	1	Client/Case Services	\$ -34,197
Assistant Director-Child Support	Abolish	1	Administrative Services	\$ -59,569
		44	TOTAL	\$ 1,310,064

**DEPARTMENT DESCRIPTION**

The Department of Child Support Enforcement includes the Administrative Services, Client/Case Services and the Family Support Divisions:

The **Administrative Services Division** administers the Child Support Enforcement program at the County level by setting policy and establishing programs and procedures to comply with Federal regulations and State statutes. The Director enters into contractual agreements with other departments and private agencies to perform work to meet these requirements. This unit also provides data processing services and support to the Client/Case Services Division

The **Client/Case Services Division** provides all legal, investigative and clerical support for case establishment, investigation and support enforcement, and legal services to clients. It consists of the following sections: Case Establishment, Parent Locate, Enforcement, Interstate, Foster Care, Kinship Care and Legal Services as well as the

Pilot Order Revision Project, included in the Special Projects.

The **Family Support Division** receives and disburses money for alimony, child support, settlements, attorney's fees and other amounts ordered in divorce and paternity actions. This division establishes, maintains and revises payment records, including assigned payments to the County and State welfare departments, and provides information to court officials, other governmental agencies and the public.

**BUDGET HIGHLIGHTS**

**DEPARTMENTAL**

- During 1997, six positions of Paralegal were created in the Department to provide child support services at the six W-2 district sites. The cost to continue these positions in 1998 is \$205,182.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

UNIT NO. 2430

FUND: 01000

- This budget includes a tax levy surplus of \$3,401,258 for 1998. The 1998 budget includes expenditures of \$8,610,107 plus \$3,005,334 in charges which are allocated to this budget for total expenditures of \$11,615,441 for 1998, which is an increase of \$785,727 from 1997. Revenue is estimated to be \$12,011,365. If, during 1998, the amount of actual incentive revenue exceeds the amount of budgeted expenditures, the surplus is to be recorded in a special revenue account, 2499, titled Revenue from Other Governmental Units. These funds can only be expended via an appropriation transfer requiring approval of the County Executive and the County Board.
- Pursuant to State Statute Chapter 59, relating to Health and Human Services, which states that a County Board may designate by resolution any office, officer, board, department or agency as the county support collection designee to receive and disburse child and spousal support payments ordered by the Courts, the Family Support staff located in the Clerk of Courts' Office in 1997 is transferred to the Department of Child Support Enforcement. All expenditures associated with this staff had formally been crosscharged from the Clerk of Courts' office to the Department of Child Support Enforcement. This transfer eliminates that crosscharge, which was \$1,771,952 in 1997. Expenditure authority in the Department of Child Support Enforcement in 1998 for the Family Support Division is \$1,709,401, for a decrease of \$62,551 from 1997. There are 48 positions associated with this transfer. Although the staff is transferred into the Department of Child Support Enforcement, the physical location of the staff is not altered. It is anticipated that this transfer will increase the efficiencies within the Department of Child Support Enforcement and lead to additional savings. The State of Wisconsin has guaranteed the Department of Child Support Enforcement 55 pieces of computer equipment to convert Family Support staff from CCAP terminals to KIDS terminals. This equipment is contingent upon the County Board approving, by January 15, 1998, the transfer of Family Support Operations. It is anticipated that the 1998 - 1999 State Budget will mandate that this transfer occur in 1999.
- Personal Services have been reduced \$266,706 to establish a net salary budget that is 95.37% of gross

wages. For 1997, the net salary budget was 96.05% of gross wages.

## ADMINISTRATIVE SERVICES DIVISION

- In June of 1997, the Department submitted revenue estimates as part of its requested 1998 budget. However, since that time, the contract with the State that dictates funding to counties, currently under negotiation, proposes changes in funding formulas. It is anticipated that the Department, as a part of the pending contract, will receive funding equal to that included in its Requested Budget and the Recommended Budget. The Recommended Budget is based on the following: incentive revenue increases of \$322,125, from \$3,329,875 to \$3,652,000, due to an increase of \$247,500 in AFDC Revenue; an increase of \$284,625 in Non-AFDC Revenue and a decrease of \$210,000 in Paternity Incentive Revenue. The Federal AFDC reimbursement rate is 7.5% for 1998 which is the same as the 1997 adopted level. This incentive revenue reimbursement rate increases when the ratio of collections to expenditures improves. The Federal reimbursement formula for non-AFDC incentive revenue is limited to 115 percent of AFDC revenue.
- One position of Trainer Coordinator is created at a cost of \$34,034 to provide training for new employees and continue the education of existing staff on policy and procedure changes.
- One position of Assistant Director of Child Support is abolished for a savings of \$59,569. Conversion of the Department to the KIDS system reduces the need for Data Processing Personnel in the Department for which this position was responsible.

## CLIENT/CASE SERVICES DIVISION

- Administrative reimbursement revenue increases \$508,780, from \$6,403,348 to \$6,912,128. Administrative reimbursement revenue is based on a 1998 reimbursement rate of 66% of allowable costs and 90% of net blood test costs.
- One position of Paralegal - Jobs Center is abolished, for a savings of \$34,197, due to the loss of 100% of funding and the creation during 1997 of 6 Paralegals to staff the six W-2 district sites.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF CHILD SUPPORT ENFORCEMENT**

**UNIT NO. 2430**

**FUND: 01000**

- The crosscharges to the Child Support program from the Family Court Commissioner, District Attorney and Clerk of Circuit Court are reviewed annually. Crosscharges are adjusted to reflect appropriate staffing levels, the percentage of operating expenses related to Child Support Enforcement activities, and the projected revenues from Child Support Enforcement operations. Due to the transfer of the Family Support staff, the crosscharge from the Clerk of Court for 1998 is for file services provided by the Civil Division. The Child Support service charges from the serving departments are as follows:

**FAMILY SUPPORT DIVISION**

- One vacant position of Teller I is abolished for a savings of \$29,951.
- The Temporary Help account is reduced by \$25,000 in anticipation of efficiencies due to transfer of the Family Support Function.
- During 1997, the Department began leasing audio recording equipment to record Paternity hearings in lieu of Court Reporters. For 1998, two positions of Court Reporter, one full-time and one per diem are abolished for a savings of \$44,551. Funding of \$29,529 is provided for the lease of this equipment for 1998. The State of Wisconsin requires leasing of equipment rather than purchase to be eligible for 66% reimbursement.

<b>CROSSCHARGES FROM OTHER COUNTY AGENCIES</b>			
	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Family Court Commissioner	\$ 798,850	\$ 718,407	\$ -80,443
Clerk of Court	1,825,940	75,163	-1,750,777
District Attorney	82,565	90,835	8,270
<b>TOTAL</b>	<b>2,956,120</b>	<b>884,405</b>	<b>-2,071,715</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

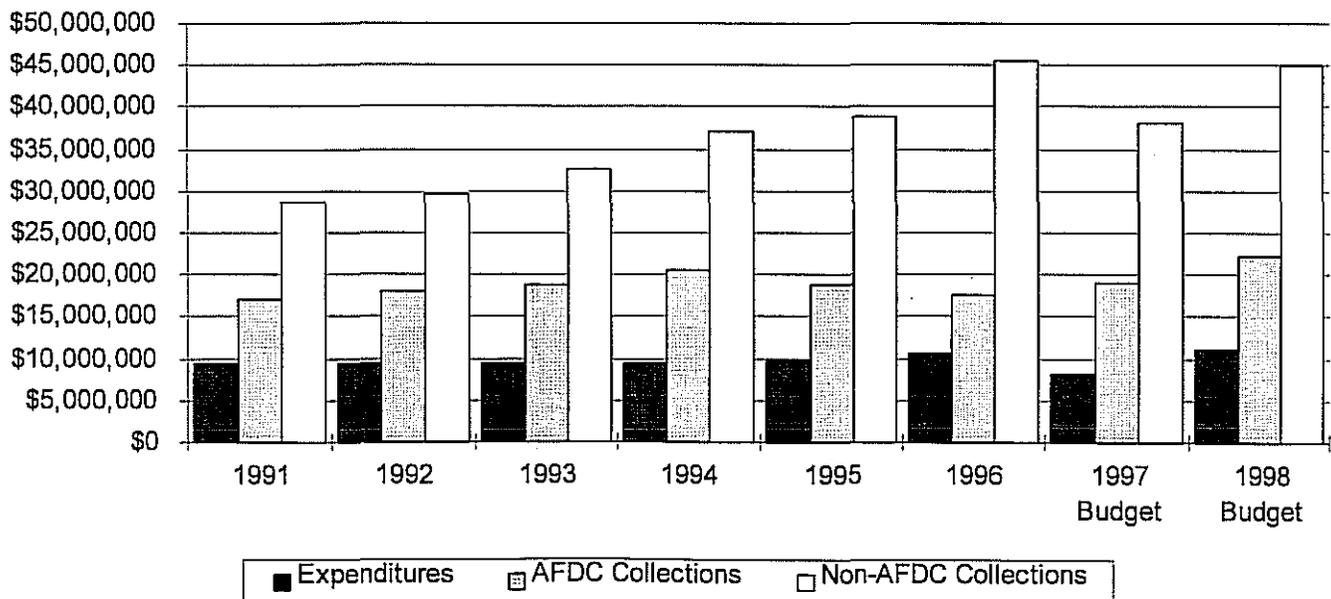
**DEPT:** DEPARTMENT OF CHILD SUPPORT ENFORCEMENT

**UNIT NO.** 2430

**FUND:** 01000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Collections - AFDC	\$ 20,880,000	\$ 17,671,117	\$ 19,100,000	\$ 22,400,000
Collections - Non-AFDC	\$ 37,120,000	\$ 45,588,899	\$ 38,000,000	\$ 45,000,000
Cases Referred to Court	27,000	28,813	27,000	35,000
Total Cases Reviewed - Enforcement	128,000	151,956	133,000	165,000
Total AFDC Cases	70,000	64,876	75,000	75,000
Total Non-AFDC Cases	58,000	87,080	58,000	90,000

**CHILD SUPPORT ENFORCEMENT**  
**Actual Expenditures, AFDC and Non-AFDC Collections**  
**1991 Through 1996 Actual and 1997 and 1998 Budgets**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ELECTION COMMISSION**

**UNIT NO. 3010**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 7.10, 7.21 and 7.60 of the Wisconsin Statutes, this department prepares, prints, distributes and has custody of ballots, prints all voting machine labels, absentee and sample ballots; canvasses returns and certifies them to the State Elections Board; advertises all elections held on a Federal, State and County-wide basis in community and minority newspapers; distributes, receives and verifies the legality of nomination papers filed; receives Code of Ethics forms, expense statements and registration forms of candidates and committees; maintains election records and files; prorates charges to municipalities and

school boards for certain election services provided; reviews election laws; registers City of Milwaukee electors; conducts recount proceedings; issues certificates of election to County Supervisors, County Executive, five County constitutional officers and committee persons elected from the County; provides a statistical elections booklet after each fall election; prints County, Congressional, Supervisor, State Senate and Assembly maps; and attends meetings relative to the office.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 87,934	\$ 93,295	\$ 96,442	\$ 3,147
Fringe Benefits	23,606	0	0	0
Services	772,862	464,649	730,235	265,586
Commodities	656	3,700	2,200	-1,500
Capital Outlay	12,875	0	0	0
Contractual Crosscharges	37,531	3,239	2,204	-1,035
Abatements	-30,477	0	0	0
<b>Total Expenditures</b>	<b>\$ 904,987</b>	<b>\$ 564,883</b>	<b>\$ 831,081</b>	<b>\$ 266,198</b>
<b>Direct Revenue</b>	<b>116,888</b>	<b>85,500</b>	<b>120,000</b>	<b>34,500</b>
<b>Property Tax Levy</b>	<b>\$ 788,099</b>	<b>\$ 479,383</b>	<b>\$ 711,081</b>	<b>\$ 231,698</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$31,601 to \$510,984. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$33,669 to \$744,750 for a tax levy change of \$263,766.

<b>PERSONNEL SUMMARY</b>				
	<b>1996</b> Actual	<b>1997</b> Budget	<b>1998</b> Budget	<b>1997/1998</b> Change
Position Equivalent***	2.6	2.6	2.7	0.1
Overtime Hours	288	300	400	100
Overtime Dollars	\$5,986	\$6,942	\$9,320	\$2,378

\*\*\* This excludes Election Commission members.

Election Commission personal services reflect a net salary budget that is 100% of gross wages. For 1997, the Election Commission had a salary budget that was 100% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ELECTION COMMISSION**

**UNIT NO. 3010**  
**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative	3.0	3.0	0.0
Clerical	3.0	3.0	0.0
Paraprofessional	1.0	1.0	0.0
Professional	0.0	0.0	0.0
Protective Services	0.0	0.0	0.0
Service/Maintenance	0.0	0.0	0.0
Skilled Craft	0.0	0.0	0.0
Technical	0.0	0.0	0.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
<b>Job Title</b>	<b>Action</b>	<b>Number of Positions/Hours</b>	<b>Division</b>	<b>Cost of Positions (excluding fringe benefits)</b>
None				
			<b>TOTAL</b>	<b>\$ 0</b>

The Election Commission budget includes the following two programs:

1. **Spring Elections** - The primary and general elections held in the spring are Judicial, County and municipal elections. Municipalities reimburse the County for their share of expenses. The County must absorb all costs for Judicial and County elections. In presidential election years, there is also a presidential preference election.
2. **Fall Elections** - The primary and general elections held in the fall are primarily state and national elections, with the exception of elections for County constitutional officers and committee persons held every two years. Almost all costs of fall elections are not reimbursed to the County and are, therefore, tax levy.

**BUDGET HIGHLIGHTS**

- The workload of the Election Commission varies according to the number and type of elections anticipated in a given year. For 1998, expenditures reflect an increase since 1998 is a four election year. Primary increases related to workload changes are \$769 for Personal Services, \$25,000 for Advertising and \$246,900 for ballots and election supplies. Overtime increases \$2,378, from \$6,942 to \$9,320.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ELECTION COMMISSION

UNIT NO. 3010  
 FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Spring				
Elections	2	2	2	2
Recount	0	0	0	0
Referenda	0	1	0	0
Special Elections	0	2	0	0
Fall				
Elections	2	2	0	2
Referenda	0	4	0	0
Special Elections	0	0	0	0
Recall	0	0	0	0

FEE SCHEDULE

<u>Service</u>	<u>Fee</u>
Copies	\$.20/sheet
Copies of Statutes	\$1.00/copy
Ballots and supplies for municipalities	Varies



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY TREASURER**

**UNIT NO. 3090**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.25 of the Wisconsin Statutes, this department receives all monies which belong to, or are deposited in trust with, the County of Milwaukee; pays out all monies on order of the County Board, or as otherwise provided by law or ordinances; transmits State taxes, fees, and revenues from other charges to the State Treasurer; collects and enforces the collection of property taxes; acts as custodian of the Employees' Retirement System; assists with certain administrative details in connection with the sale and redemption of 1982 and prior County bonds or notes; provides for the daily cash requirements of Milwaukee County; and invests County appropriations not needed immediately in short-term investments.

**OBJECTIVES**

1. Continue the implementation of direct deposit of payroll for a greater percentage of County employees. Also work with staff to offer this technology to DHS clients such as group home and day care operators.
2. Refine and improve the Treasurer's internal and external data transmission system, enabling remote access to real estate data through a web site and expanded internal usage.
3. Continue to streamline departmental operations, emphasizing job sharing, cross-training and enhanced productivity.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 420,677	\$ 368,488	\$ 376,168	\$ 7,680
Fringe Benefits	132,953	0	0	0
Services	117,055	188,519	166,777	-21,742
Commodities	22,644	16,590	12,700	-3,890
Other Charges	49,648	51,500	51,500	0
Capital Outlay	28,000	3,000	0	-3,000
Contractual Crosscharges	91,599	18,459	13,364	-5,095
Abatements	-75,723	-3,520	-3,520	0
<b>Total Expenditures</b>	<b>\$ 786,853</b>	<b>\$ 643,036</b>	<b>\$ 616,989</b>	<b>\$ -26,047</b>
State & Federal Revenue	42,481	0	0	0
Other Direct Revenue	17,586	16,510	17,250	740
<b>Total Direct Revenue</b>	<b>\$ 60,067</b>	<b>\$ 16,510</b>	<b>\$ 17,250</b>	<b>\$ 740</b>
<b>Property Tax Levy</b>	<b>\$ 726,786</b>	<b>\$ 626,526</b>	<b>\$ 599,739</b>	<b>\$ -26,787</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$149,851 to \$776,377. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$255,931, to \$855,670, for a tax levy change of \$79,293.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	11.7	9.7	9.7	0.0
Overtime Hours	12.6	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

County Treasurer personal services have been reduced by \$10,854 to establish a net salary budget that is 96.99% of gross wages. For 1997, the County Treasurer had a net salary budget that was 97.21% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY TREASURER**

**UNIT NO. 3090**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	2.0	2.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- Expenditures are reduced \$26,047 primarily due to a reduction in bank service fees. The reduction in bank service fees is a direct result of utilizing technology

advances for transfer of funds such as direct deposit of payroll and automated clearing house versus wire transfers.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Checks Issued	685,000	453,780	500,000	420,000
Receipts Issued: Property Taxes	6,500	6,000	5,500	5,800
Miscellaneous	1,325	540	600	0
Cash Reports Processed	19,500	17,853	17,000	17,000
Lost Checks and Forgeries Processed	1,100	848	1,100	900
Tax Delinquent Notices Processed	20,000	18,105	14,000	18,000
Unpaid Property Taxes				
Submitted to Treasurer (000's)	\$12,000	\$5,788	\$11,000	\$6,000
Number of Parcels with Bankruptcy Claims, Petitions for Foreclosure	120	51	70	50
Forms Furnished to Municipalities	700,000	809,029	1,000,000	800,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY CLERK**

**UNIT NO. 3270**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.17 of the Wisconsin Statutes, Chapter 28 and Section 56.09 of the County General Ordinances, the County Clerk records the proceedings of the County Board of Supervisors; distributes copies of the printed proceedings; maintains all of the legislative files; produces a continuous index of the ordinances and resolutions presented to the County Board at each meeting; updates existing ordinances and prepares copies of new ordinances for distribution; receives/processes court summons and complaints naming Milwaukee County; maintains the central file of County deeds, contracts, insurance policies, agreements, leases and easements; maintains SARA Title III records for Milwaukee County; administers oaths of office and maintains a file of such oaths as well as public official bonds; maintains a file of qualified public improvement contractors; receives and publicly opens all sealed bids for public improvement projects; receives all bids for services and commodities; distributes copies of the Milwaukee County financial reports and statistical reports of property valuations; issues marriage, hunting, fishing, trapping, equestrian, hayride, horse and stable licenses; processes garnishment actions, tax levies and wage

assignments of County employees; processes lien notices against contractors performing County public improvements; maintains the file of certificates of title for all County-owned vehicles; assists the County Treasurer in signing all County checks; acts as agent for the State in furnishing dog licenses to the municipalities in Milwaukee County; furnishes cat licenses to Milwaukee County municipalities and the Wisconsin Humane Society; and registers all lobbyists and reports quarterly to the County Board on the number of registrants.

**OBJECTIVES**

1. Continue to provide services to the County Board, County Executive, department administrators, County staff and the general public in a timely and cost-effective fashion.
2. Continue to automate office functions by installing a local area network.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 290,315	\$ 300,723	\$ 286,147	\$ -14,576
Fringe Benefits	90,741	0	0	0
Services	48,858	74,681	74,681	0
Commodities	2,167	4,100	7,600	3,500
Other Charges	-10	0	0	0
Capital Outlay	5,306	3,700	16,000	12,300
Contractual Crosscharges	97,608	5,486	4,251	-1,235
Abatements	-68,535	0	0	0
<b>Total Expenditures</b>	<b>\$ 466,450</b>	<b>\$ 388,690</b>	<b>\$ 388,679</b>	<b>\$ -11</b>
Direct Revenue	405,508	457,697	489,697	32,000
<b>Property Tax Levy</b>	<b>\$ 60,942</b>	<b>\$ -69,007</b>	<b>\$ -101,018</b>	<b>\$ -32,011</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$107,095 to \$38,088. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$122,016, to \$20,998, for a tax levy change of \$-17,090.

**COUNTY EXECUTIVE'S 1998 BUDGET**

DEPT: COUNTY CLERK

UNIT NO. 3270

FUND: General - 010000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	8.4	8.5	8.0	-0.5
Overtime Hours	1,770	1,000	0	-1,000
Overtime Dollars	\$30,803	\$18,517	\$0	\$-18,517

Personal services for the County Clerk have been reduced by \$32,316 to establish a net salary budget that is 90.44% of gross wages. For 1997, the County Clerk had a net salary budget that was 89.75% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- One position of Librarian I continues to be unfunded since it is not anticipated that this position will be filled. The Librarian position was primarily responsible for indexing County Board Proceedings which is now performed by a contractual agency. All of the position's other duties have been assigned to existing staff.
- Overtime was budgeted for 1,000 hours in 1997 and is eliminated in this budget. It is anticipated that computer automation of the marriage license register and other office functions will significantly reduce the time which was required to perform tasks manually.
- The County Clerk is in the final year of a three-year computer automation initiative. An appropriation of \$16,000 is included in the budget to purchase a fileserver, two workstations and a printer, as well as \$3,500 for software.
- Revenue is increased \$32,000 primarily due to rate increases of \$5 for Marriage License Fees from \$85 to \$90, for an increase of \$32,000. It is projected that 6,400 Marriage Licenses will be issued and 1,000 marriage ceremonies will be performed in the Courthouse in 1998. The County ordinances governing Marriage Licences and Ceremony Fees (59.15 and 59.20) include a provision for a yearly increase to be included in the annual budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY CLERK**

**UNIT NO. 3270**

**FUND: General - 010000**

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Marriage Licenses	6,239	6,246	6,400	6,400
Marriage License Waivers	317	233	350	350
Marriage Civil Ceremonies	1,034	1,180	1,000	1,000
Resident/Non-Resident Fishing Licenses	53,900	49,124	54,000	54,000
Resident/Non-Resident Small Game Licenses	7,071	6,386	7,200	7,200
Resident/Non-Resident Big Game Licenses	22,775	21,038	23,000	23,000
Sports (Hunt/Fish) Licenses	3,940	3,964	4,000	4,000
Resident/Non-Resident Archer Licenses	8,597	7,411	8,600	8,600
Trout, Salmon and Waterfowl Stamps	19,404	23,304	19,500	19,500
Free Handicapped Fishing Licenses	69	N/A	75	N/A
Free Military Personnel Fishing/Small Game Hunting Licenses	18	9	20	20
Dog/Cat Licenses	35,213	33,857	36,000	36,000
County Board Files	1,012	887	1,000	1,000
County Board Citations	390	248	400	300
County Ordinances	32	31	30	30
County Board Proceedings Pages	2,419	2,040	2,600	2,200
County Board Digests, Actions Summarized/ Routed	481	510	480	480
Resolutions/Ordinances Indexed	15,563	N/A	16,500	N/A
Employee Garnishments	6,501	4,974	5,500	5,500
Employee Wage Assignments	27,706	26,280	27,500	27,500
Employee/Vendor Tax Levies	6,501	1,091	4,500	1,200
Contractor Lien Notices	48	127	50	60
Contractor Qualification Statements	373	366	350	350
Claims Processed	975	1,010	950	950
Summons and Complaints Processed	1,453	1,390	1,400	1,400
Construction Bid Notices	154	178	150	150
Procurement Bid Notices Processed	4,973	4,950	4,800	4,800
Legal Documents Assigned to Central Files	1,497	1,325	1,300	1,300
County Checks Signature Processed	591,320	593,250	590,000	590,000
Lobbyist Registration	42	29	55	40

**SERVICE**

**FEE**

Marriage Licenses	\$90.00
Wisconsin Conservation Licenses	Varies
Other License/Permits	Varies
Dog/Cat License Admin.	Recover costs
Marriage Waiver Fees	\$10.00
Copy Fees	20¢ per page
Notary Fees	50¢
Marriage Ceremonies	\$75.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** REGISTER OF DEEDS

**UNIT NO.** 3400

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.70 (1), 69.23 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and microfilms all real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements; maintains a motor vehicle lien index; files and indexes birth, marriage and death certificates; sells copies of the above-described documents; collects the real estate transfer

tax; issues the County and senior citizen identification cards; and performs such other functions as provided by law.

**OBJECTIVE**

To maintain all record systems in a timely, accurate, accessible and cost-effective manner.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 1,185,533	\$ 1,312,847	\$ 1,328,611	\$ 15,764
Fringe Benefits	365,127	0	0	0
Services	134,497	140,815	152,610	11,795
Commodities	33,757	51,803	68,905	17,102
Other Charges	-583	0	0	0
Capital Outlay	376	21,924	14,775	-7,149
Contractual Crosscharges	421,329	18,323	14,075	-4,248
Abatements	-258,408	-16,500	-16,500	0
<b>Total Expenditures</b>	<b>\$ 1,881,628</b>	<b>\$ 1,529,212</b>	<b>\$ 1,562,476</b>	<b>\$ 33,264</b>
Direct Revenue	2,770,921	2,772,210	2,928,810	156,600
<b>Property Tax Levy</b>	<b>\$ -889,293</b>	<b>\$ -1,242,998</b>	<b>\$ -1,366,334</b>	<b>\$ -123,336</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$466,672 to \$-776,326. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$473,161 to \$-893,173 for a tax levy change of \$-116,847.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**

**FUND: General - 010000**

ORGANIZATIONAL COST SUMMARY					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 338,489	\$ 235,325	\$ 242,527	\$ 7,202
	Abatement	0	0	0	0
	Revenue	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 338,486	\$ 235,325	\$ 242,527	\$ 7,202
Cashier Services	Expenditure	\$ 258,985	\$ 217,562	\$ 222,844	\$ 5,282
	Abatement	29,269	0	0	0
	Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 229,716	\$ 217,562	\$ 222,844	\$ 5,282
Real Estate Services	Expenditure	\$ 872,209	\$ 621,195	\$ 642,379	\$ 21,184
	Abatement	110,714	2,500	2,500	0
	Revenue	<u>2,287,737</u>	<u>2,289,110</u>	<u>2,445,310</u>	<u>156,200</u>
	Tax Levy	\$ -1,526,242	\$ -1,670,415	\$ -1,805,431	\$ -135,016
Vital Statistics/ Identification Services	Expenditure	\$ 373,439	\$ 286,590	\$ 285,355	\$ -1,235
	Abatement	61,035	12,000	12,000	0
	Revenue	<u>457,284</u>	<u>456,100</u>	<u>456,500</u>	<u>400</u>
	Tax Levy	\$ -144,880	\$ -181,510	\$ -183,145	\$ -1,635
Tax Listing Services	Expenditure	\$ 275,003	\$ 185,040	\$ 185,871	\$ 831
	Abatement	35,479	2,000	2,000	0
	Revenue	<u>25,897</u>	<u>27,000</u>	<u>27,000</u>	<u>0</u>
	Tax Levy	\$ 213,627	\$ 156,040	\$ 156,871	\$ 831

PERSONNEL SUMMARY				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	43.5	44.1	44.1	0.0
Overtime Hours	1,010	1,010	1,010	0
Overtime Dollars	\$17,100	\$17,100	\$17,100	\$0

Register of Deeds personal services have been reduced by \$11,642 to establish a net salary budget that is 99.07% of gross wages. For 1997, the Register of Deeds had a net salary budget that was 99.04% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	38.0	38.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	

**DEPARTMENT DESCRIPTION**

The **Administration** division directs the activities of the Department in its recording, filing and sale of official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; and performs all departmental business functions such as reconciliation of all revenue and statistical reports, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; maintains and controls escrow funds. This division includes the Register of Deeds, Deputy Register of Deeds, Administrative Assistant II and one Account Clerk I.

The **Cashier Services** division receives all monies required by the department, determines the recordability and records all documents according to State statutes. This division includes one Cashier II, four Cashier I positions, one Clerk III, and one Clerk IV.

The **Real Estate Services** division's primary responsibility is to comply with State statutes regarding the recording, indexing, and microfilming of all public real estate indices. The duties include microfilming all documents, maintaining

the automated real estate tract index, maintaining indices for motor vehicle liens, financing statements and military discharges; and validating DILHR weatherization stipulations and waivers. This division includes two Administrative Assistant I, one Microfilm Supervisor, and 16 clerical support positions.

The **Vital Statistics/Identification Services** division maintains files on birth, death and marriage records and change of name orders according to State statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This division also conducts genealogical research and issues County and senior citizen identification cards. The division includes one Administrative Assistant I, one Clerk Typist IV and seven Clerk Typist III positions.

The **Tax Listing Services** division includes one Property Records Supervisor, one Drafting Technician III and three Property Records Technician. The division reviews tax descriptions; assigns new tax key numbers due to real estate boundary changes; maintains plat books and property records; assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: REGISTER OF DEEDS**

**UNIT NO. 3400**  
**FUND: General - 010000**

**BUDGET HIGHLIGHTS**

- Based on current activity, revenues increase by \$156,600, from \$2,772,210 in 1997 to \$2,928,810, due to an increase of \$63,211 in General Recording Fees; an increase of \$400 in Certification Identification revenue and an increase of \$92,989 in Real Estate Transfer Fees.
- An increase of \$15,764 in Personnel is due to wage and step increases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Recording	120,000	141,827	131,000	150,000
Chattels, General Filings	8,000	8,186	8,000	8,000
Vital Statistics Placed on File	36,000	33,101	35,000	35,000
Certified Copies - Birth, Marriage, Death	90,000	89,007	90,000	90,000
ID Cards - County	9,000	10,724	9,000	9,000
ID Cards - Senior Citizen	800	1,154	800	800
Microfilm - Current	250,000	307,200	250,500	250,500
Transfer Tax	13,000	15,367	15,000	15,000
Vital Statistics Corrections - No Fee	14,000	20,226	15,000	15,000
Vital Statistics Corrections - No Fee, Veterans	440	320	440	440
Termination of Joint Tenancy	2,000	1,965	2,000	2,000
Genealogy Services	5,600	5,514	6,000	6,000
Real Estate Searches	1,300	1,068	1,300	1,300
Marriage Registrations	6,400	5,700	6,000	6,000
DILHR Validation	1,600	1,720	1,600	1,600

<b>RECORDINGS HISTORICAL</b>		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per Day</u>
1991	104,061	416
1992	108,872	435
1993	170,023	680
1994	161,380	646
1995	126,766	507
1996	141,827	567

<b>NUMBER OF RECORDINGS PER DAY</b>			
<u>Month</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
January	568	568	516
February	447	447	637
March	570	570	594
April	539	539	625
May	623	623	642

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: REGISTER OF DEEDS

UNIT NO. 3400  
 FUND: General - 010000

REGISTER OF DEEDS FEE SCHEDULE		
Description	Statutory Authority or Ordinance	Fee
Real Estate Search	Ordinance 56.28	\$ 5.00
Certification Sheriff Sale	State Statute 59.79 (2)	10.00*
Chattel Documents	State Statute 409.405	8.00***
Corporate Name	State Statute 59.79 (2)	10.00*
Execution	State Statute 59.79 (2)	10.00*
Guardianship	State Statute 59.79 (2)	10.00*
Rents/Weatherization		10.00
LisPendens	State Statute 59.79 (2)	10.00*
Notice of Tax Lien	State Statute 779.97	10.00
Partnerships	State Statute 178.0	1.00
Recording Fees	State Statute 59.79 (2)	10.00*
Release of Tax Lien	State Statute 779.97	10.00
Vital Statistics Court Order	State Statute 59.79 (2)	10.00*
Vacation & Plats	State Statute 59.79 (2)	10.00*
Vital Statistics & Birth Certificates	State Statute 69.22	12.00**
Certification Filings/Recording Fees	State Statute 59.79 (2)	0.25
Other Fees (Vital Check)		7.00
Identification Cards		53.50
Vital Statistics - Death/Marriages Certificates	State Statute 69.22	7.00
Copy Fees	State Statute 59.79 (2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	18.74
Tax Listing Fees (Per doc.)	Ordinance 88.473	8.41
Other Service Fee (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.79 (2)	25.00

\* Of the \$10.00 Fee, \$4.00 goes to the Register of Deeds, \$4.00 to the Milwaukee County Automated Land Information System (Org. 1923) and \$2.00 to the State Land Information Board.

\*\* Of the \$12.00 Birth Record Fee, the County realizes \$5.00.

\*\*\* Of the \$8.00 UCC Fee, \$3.00 is returned to Secretary of State.



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Sheriff of Milwaukee County is a State constitutional officer and, under Section 59.23 of the Wisconsin Statutes, is responsible for law enforcement, the safety and security of citizens and protection of property throughout the County.

Chapter 166, Wisconsin Statutes, provides the authority of counties in matters pertaining to emergency government services.

The Sheriff's Department acts as an arm of the criminal justice system carrying out criminal investigations, verifying welfare fraud, effecting arrests and warrants, detaining prisoners, providing court security, serving process papers, transporting prisoners and patients and extraditing criminals.

Security is provided at the Airport, County Stadium, County Parks and for the County Executive. Protection is rendered to County officials and domestic and international visiting dignitaries.

Expressway patrol provides the capability of immediate 24-hour response to emergency situations involving protection, safety and law enforcement throughout Milwaukee County.

The department provides specialized services to the community, County government, and municipal police agencies by means of investigative expertise, victim/witness protection, crowd control, photography, fingerprint and document examination, drug investigations, training, and emergency response.

## OBJECTIVES

1. Operate the Milwaukee County Jail for the benefit of the community in the most cost effective manner possible while respecting the rights of inmates.
2. Vigorously pursue present litigation seeking the removal of all State prisoners from county detention facilities.
3. Provide legally required health care to inmates of the Milwaukee County Jail and House of Correction.
4. Provide fiscal and human resource services for the Sheriff's Department and the House of Correction.
5. Provide security services to the various branches of circuit court located in the Courthouse, Safety Building, Criminal Justice Facility and Children's Court Center.
6. Patrol the expressway system of Milwaukee County. Maintain fatality ratio of less than 1 to 100 million vehicle miles driven.
7. Continue to work with the House of Correction in reviewing operations and recommend new approaches to eliminate any unnecessary duplication of services and costs.
8. Perform D.A.R.E. seminars and participate in the TABS and GREAT programs for the benefit of youth in Milwaukee County.
9. The Emergency Management Division is to provide the community, its inhabitants, business, government and industry with an effective and capable response network for emergencies of all types.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996*</b> Actual	<b>1997**</b> Budget	<b>1998**</b> Budget	<b>1997/1998</b> Change
Personnel	\$ 36,634,098	\$ 36,118,377	\$ 38,363,984	\$ 2,245,607
Fringe Benefits	11,047,700	0	0	0
Services	1,541,333	1,644,289	1,522,109	-122,180
Commodities	1,537,646	1,420,118	1,575,832	155,714
Other Charges	933,205	82,000	83,000	1,000
Capital Outlay	421,006	153,012	139,248	-13,764
Allocated Contingency	0	0	0	0
Contractual Crosscharges	15,594,998	6,204,475	6,169,902	-34,573
Abatements	-15,874,822	-7,598,208	-7,598,276	-68
<b>Total Expenditures</b>	<b>\$ 51,835,164</b>	<b>\$ 38,024,063</b>	<b>\$ 40,255,799</b>	<b>\$ 2,231,736</b>
State & Federal Revenue	3,683,648	4,155,690	4,384,106	228,416
Other Direct Revenue	6,080,200	6,550,534	7,056,117	505,583
<b>Total Revenue</b>	<b>\$ 9,763,848</b>	<b>\$ 10,706,224</b>	<b>\$ 11,440,223</b>	<b>\$ 733,999</b>
<b>Property Tax Levy</b>	<b>\$ 42,071,316</b>	<b>\$ 27,317,839</b>	<b>\$ 28,815,576</b>	<b>\$ 1,497,737</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$12,188,794 to \$39,506,633. Inclusion of the County Executive-Emergency Government Department, which was not part of the Sheriff's Department in 1997, would increase this figure \$356,799 to \$39,863,432. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$13,743,709, to \$42,559,285, for a tax levy change of \$2,695,853.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Administration	Expenditure	\$ 3,524,535	\$ 2,420,612	\$ 2,361,440	\$ -59,172
	Abatement	3,380,003	640,000	660,129	20,129
	Revenue	<u>133,786</u>	<u>117,500</u>	<u>88,820</u>	<u>-28,680</u>
	Tax Levy	\$ 10,746	\$ 1,663,112	\$ 1,612,491	\$ -50,621
Emergency Management	Expenditure	\$ 637,161	\$ 438,544	\$ 451,189	\$ 12,645
	Abatement	600	0	0	0
	Revenue	<u>287,202</u>	<u>325,451</u>	<u>327,886</u>	<u>2,435</u>
	Tax Levy	\$ 349,359	\$ 113,093	\$ 123,303	\$ 10,210
Patrol	Expenditure	\$ 9,415,853	\$ 7,658,117	\$ 7,253,022	\$ -405,095
	Abatement	1,879,046	1,535,030	1,320,984	-214,046
	Revenue	<u>5,742,973</u>	<u>6,027,055</u>	<u>6,311,712</u>	<u>284,657</u>
	Tax Levy	\$ 1,793,834	\$ 96,032	\$ -379,674	\$ -475,706
Detention	Expenditure	\$ 38,448,836	\$ 23,455,591	\$ 24,964,083	\$ 1,508,492
	Abatement	4,031,092	0	0	0
	Revenue	<u>2,294,285</u>	<u>2,676,500</u>	<u>2,501,500</u>	<u>-175,000</u>
	Tax Levy	\$ 32,123,459	\$ 20,779,091	\$ 22,462,583	\$ 1,683,492
Criminal Investigations	Expenditure	\$ 5,591,194	\$ 4,125,725	\$ 3,823,946	\$ -301,779
	Abatement	324,211	143,085	130,117	-12,968
	Revenue	<u>1,188,482</u>	<u>1,393,340</u>	<u>1,390,371</u>	<u>-2,969</u>
	Tax Levy	\$ 4,078,501	\$ 2,589,300	\$ 2,303,458	\$ -285,842
Technical and Auxiliary Services	Expenditure	\$ 10,587,740	\$ 7,962,226	\$ 9,000,395	\$ 1,038,169
	Abatement	6,260,470	5,280,093	5,487,046	206,953
	Revenue	<u>404,322</u>	<u>491,829</u>	<u>819,934</u>	<u>328,105</u>
	Tax Levy	\$ 3,922,948	\$ 2,190,304	\$ 2,693,415	\$ 503,111

<b>PERSONNEL SUMMARY</b>				
	<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Position Equivalent	837.5	892.2	928.3	36.1
Overtime Hours	232,449	92,566	114,095	21,529
Overtime Dollars	\$5,456,315	\$2,863,859	\$2,952,670	\$88,811

Sheriff personal services have been reduced by \$1,505,378 to establish a net salary budget that is 95.92% of gross wages. For 1997, the Sheriff had a net salary budget that was 95.58% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**

**FUND: General - 010000**

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	10.0	11.0	1.0
Clerical (F)	151.0	150.0	-1.0
Paraprofessional (E)	3.0	3.0	0.0
Professional (B)	95.0	98.0	3.0
Protective Services (D)	604.0	612.0	8.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	31.0	41.0	10.0
<b>TOTAL</b>	<b>894.0</b>	<b>915.0</b>	<b>21.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Clerk IV	Create	1/496	Administration	\$ 7,023
Bureau Director	Create	1 position	Administration	\$ 72,523
Human Resources Specialist	Create	1 position	Administration	\$ 40,666
Deputy Sheriff-Lieutenant	Abolish	1 position	Administration	\$ (55,032)
Admin Secy-Dir Emergency Govt	Abolish*	1 position	Emergency Mgmt	\$ (72,523)
Director-Emergency Mgmt	Create	1 position	Emergency Mgmt	\$ 72,523
Parking Checker - Sheriff	Create	5/4,500	Patrol	\$ 67,820
Nurse Practitioner	Create	1/1,616	Detention	\$ 44,163
Medical Records Tech II	Create	1/736	Detention	\$ 10,718
Medical Assistant	Create	3/3,088	Detention	\$ 35,882
Shift Supervisor	Create	1/736	Detention	\$ 18,639
LPN-Sheriff	Create	5/3,680	Detention	\$ 49,155
Psychological Social Worker	Create	1/816	Detention	\$ 16,051
Network Manager	Create	1 position	Tech/Auxiliary	\$ 46,377
Deputy Sheriff I	Create	3 positions	Tech/Auxiliary	\$ 117,159
Clerk Typist III (Hourly)	Abolish	2/2,000	Tech/Auxiliary	\$ (25,494)
*Will be abolished when new position of Director-Emergency Management is created and filled.			<b>TOTAL</b>	<b>\$ 445,650</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## DEPARTMENT DESCRIPTION

The following is a departmental summary of functions. Changes that represent workload or policy and are attributable to a specific division are further described in the budgetary highlights section of the operational divisions.

The *Administration Division* consists of general administration, budget and personnel functions for the Sheriff's Department and House of Correction as well as community relations activities. Included are command, professional standards, support, cashier and accounting staff.

The *Emergency Management Division* is created for 1998 by merging the County Executive-Emergency Government Department into the Sheriff's Department.

The *Patrol Division* includes Airport Security, Stadium Security, Parks Security, County Grounds Security, Civil Process Service and Expressway Patrol.

The *Detention Services Division* includes the County Jail, Records and Identification, Medical Services for the Sheriff's Department and the House of Correction and Inmate Welfare. The jail is a secure detention facility with a design capacity of 990 beds for holding accused felons, misdemeanants and municipal violators, until they are released on a pretrial basis or are adjudicated, and a small number of sentenced offenders awaiting transfers or hearings on new charges. The rated capacity of the County Jail has increased from 798 to 990 due to double bunking. The Sheriff and the Superintendent of the House of Correction have the authority to transfer inmates between the County Jail and the House of Correction in order to maximize the use of available beds. Presently, all female inmates are held at the County Jail.

The *Criminal Investigations Division* includes General Police Services, Welfare Fraud, Drug Enforcement, Writs, Witness Protection, Bomb Disposal Unit, Metro Drug Unit, Tactical Narcotics Team and County Executive Security.

The *Technical & Auxiliary Services Division* includes Training, Data Processing Support for the Sheriff's Department and the House of Correction, Central Records, Youth Services, Communications, Courthouse Complex Security, and Bailiff Services.

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- The County Executive-Emergency Government Department is merged into the Sheriff's Department by creating a new division named Emergency Management. The Sheriff will replace the County Executive as the designated County Emergency Government Director and have the authority to select a

County head of Emergency Management services to administer the division. The merger of the two departments will enhance cooperative efforts and create new synergies in the delivery of Emergency Management services, which includes centralizing fiscal and budget operations within the Sheriff's Fiscal Office. The Administrative Secretary-Director of Emergency Government position will be abolished when a new position titled Director-Emergency Management is created and filled. State law mandates that positions entitled "Administrative Secretary" may only be authorized under the County Executive and County Board Chairman. All other Emergency Government positions continue as authorized.

- In 1997, the County and the Milwaukee Deputy Sheriff's Association approved the consolidation of Deputy Sheriff, Deputy Sheriff I, and Deputy Sheriff II positions into one new classification of Deputy Sheriff I. This will provide the Sheriff flexibility in assigning deputies to various departmental functions. The new pay range has fourteen steps and the annual pay is \$25,137 to \$44,516.
- 1998 overtime appropriations increase \$88,811, from \$2,863,859 to \$2,952,670. Overtime hours increase by 21,529 hours, from 92,566 to 114,095. The Sheriff has recalculated the budgeted overtime rate, based on actual experience, to better reflect the actual cost of each overtime hour.
- Funding is provided in various 1998 budgets to continue various jail population control programs including the Revolving Bail Fund, House of Correction's electronic surveillance program, expanded Intake Court hours, District Attorney processing of domestic violence offenders on Sundays, In-House Correctional Services intensive supervision of pretrial defendants, WCS screening, bail evaluating and monitoring of pretrial offenders; and bailiffs, District Attorney and Clerk of Circuit Court support staff for specialized courts (homicide, violent crimes, drugs, sexual assault, domestic violence, and felony spin-off) to speed case processing.
- Departmental appropriations for machinery and equipment replacement increase \$28,895, from \$36,805 to \$65,700, for 1998. The funding will provide for the replacement of six fax machines and six copiers. An appropriation of \$22,949 is provided for New Machinery and Equipment to purchase an imaging scanner, a speed monitor, and a speed monitor on a trailer, a Global Positioning Satellite (GPS) tracker unit for the Drug Unit, and a laptop computer and video mug shot printer for Sheriff's investigations. \$38,099 is included in Sheriff's appropriations for replacing fourteen computers and six printers.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

## ADMINISTRATION

The Administrative Bureau performs management and support functions for the Sheriff's Department and House of Correction. Included in these duties are personnel management, preparation of the annual budget and accounting and payroll functions. Also included in this bureau is the Office of Professional Standards which investigates all incidents involving Sheriff's Department personnel.

- Create 1 Clerk IV

One Clerk IV position is created at a personal service cost of \$7,023 to assist with inmate trust accounting for the House of Correction. The position is created effective October 18, 1998.

- Create 1 Human Resources Specialist

One Human Resources Specialist position is created at a personal service cost of \$40,666 to assist with the increased workload associated with the Adult Correctional Center expansion at the House of Correction and to provide services to a larger workforce. The position is created effective January 1, 1998.

- Create 1 Bureau Director

One Sheriff's Department Bureau Director position is created at a personal service cost of \$72,523 to provide a Director for the Office of Professional Standards. This creation, effective January 1, 1998, replaces one of the three Deputy Sheriff Lieutenant positions that staffed the office in 1997.

- Abolish 1 Deputy Sheriff-Lieutenant

One position of Deputy Sheriff-Lieutenant is abolished at a personal service savings of \$55,032. This position, previously assigned to the Office of Professional Standards, will be replaced by the newly created Bureau Director position.

- One position of Fiscal and Budget Manager, ECP grade 16, was retitled in 1997 to Public Safety Fiscal Administrator, ECP grade 17. This action results in a tax levy increase of \$11,188 for 1998.

- One position of Account Clerk I was reclassified to Account Clerk II in 1997. This reclassification increases tax levy \$1,373 for 1998.

- One position of Clerk Typist III was reclassified to Clerk Typist IV in 1997. This reclassification increases tax levy \$2,973 for 1998.

- Sheriff Sales revenue increases \$65,000, from \$35,000 to \$100,000 in 1998, due to a fee increase from \$50 to \$150 per State Statute.

## EMERGENCY MANAGEMENT

The Emergency Management Division administers a unified, County-wide emergency plan to mitigate all hazards, maintain communications and enhance public awareness campaigns to assure the community has knowledge of typical hazards and preventive measures which can be taken. The Division provides direction and guidance to all County and municipal agencies, as well as the private sector, in the development of their individual emergency plans.

In 1997, the administrative offices of Emergency Government were relocated in the Safety Building, from the basement to the third floor, in order to be adjacent to the new Sheriff's Communications Center.

- Abolish 1 Administrative Secretary-Director Emergency Government

One position of Administrative Secretary-Director Emergency Government will be abolished when a new position titled Director-Emergency Management is created and filled. This abolishment is required due to the merger of the department of County Executive-Emergency Government into the Sheriff's Department. State law prohibits positions entitled "Administrative Secretary" from existing outside the authority of the County Executive and County Board Chairman.

- Create 1 Director-Emergency Management

One position of Director-Emergency Management is created at a personal service cost of \$72,523 to replace the Administrative Secretary-Director Emergency Government position, that will be abolished when this new position is filled, due to the merger of the County Executive-Emergency Government department into the Sheriff's Department.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**

**FUND: General - 010000**

<b>Emergency Management Activities</b>			
	<u>1996</u>	<u>1997</u>	<u>1998</u>
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Development of Emergency Operations Plan	55	50	50
Severe Weather Alerts	17	15	15
Emergency Situations Responded To	345	365	365
Emergency Phone Calls	648	600	600
Informational Phone Calls	3,600	3,500	3,500
Meetings/Seminars Conducted	60	60	50
EOC Staff Exercises and Briefings	7	5	5
Public Awareness Appearances	86	100	100
Disaster Drills	14	7	7
Brochures Distributed	55,000	50,000	50,000

**PATROL BUREAU**

Expressway Patrol consists of 50 Deputy Sheriff I, five Deputy Sheriff Sergeants and two Deputy Sheriff Lieutenants who patrol the expressways in Milwaukee County 365 days a year. For this service, the Sheriff will receive \$1,362,980 in County Trunk Maintenance revenue and \$804,300 from the State for patrol costs in 1998. These amounts decrease by \$41,620 and \$1,700 respectively from 1997 budgeted levels. The Sheriff also receives a portion of all State citations written on the expressway. Revenue from State Fines and Forfeitures increases \$8,704, from \$506,934 to \$515,638, for 1998. County fines are budgeted at \$2,668,938 for 1998, an increase of \$595,103 from the 1997 adopted budget. The increase is due to an increase in the cost of various forfeitures, including a \$7 increase in parking violations from \$20 to \$27, heightened enforcement of all County ordinances, and more aggressive collection policies being employed, including the Clerk of Courts use of tax intercept to collect from delinquent parties.

- For 1998, sector and parking patrol will continue on the County Grounds. County Grounds Security is staffed by 13 Deputy Sheriff I, two Deputy Sheriff Sergeants, and one Clerk Typist III. County tenants will be crosscharged \$191,019, and private geographic members will pay the Sheriff \$390,943 for this service.

Revenue from parking citations is budgeted at \$70,200. Froedtert Hospital and other private geographic members are not charged for costs associated with the five deputies assigned to the Trauma Center to provide "first and heightened response" per the agreement between Milwaukee County and Froedtert Hospital for lease of Doyme facilities.

- Five positions of Deputy Sheriff were created in 1995 to be partially offset by a grant from the U.S. Department of Justice with funding provided in the 1994 Crime Bill for a "COPS FAST" program. The grant of \$375,000 is designated to pay a portion of the salary costs of the five positions over a three year period. The program is designed to reduce organized gangs, gang violence, and other criminal acts within the Milwaukee County Parks System. The grant is due to expire on June 30, 1998. An additional \$106,235 has been provided to continue the positions for the remainder of 1998 as tax levy supported positions.
- The Sheriff provides security for events held at County Stadium, including all Brewer home baseball games. The 1998 budget includes 10,750 overtime hours, a decrease of 1,450 hours from 1997, for this purpose. The Sheriff's Department is projected to receive \$281,413 in revenue from the Brewers in 1998. In addition, the Sheriff will also receive \$25,000 for escorting money from concession sales. Citation revenue from Stadium events is projected to generate \$40,000 in revenue for 1998.
- Create 5 Parking Checker-Sheriff  
Five Parking Checker-Sheriff positions are created at a personal service cost of \$67,820 to provide increased parking ordinance enforcement in County Parks, on the County Grounds, and at Mitchell International Airport. The Parking Checkers will often be deployed during special events, thus allowing sworn personnel to respond to other security needs. The forfeiture for County parking violations is budgeted to increase by \$7, from \$20 to \$27. The Sheriff's overall budgeted increase of \$595,105 for County Fines and Forfeitures is partly due to the additional enforcement and revenue these positions will provide. The positions are funded for 900 hours each, and are created effective January 1, 1998.
- The Sheriff's Department provides security at Mitchell International Airport with 20 Deputy Sheriff I, four Deputy Sheriff Sergeant, one Deputy Sheriff Lieutenant, one Clerk Typist III, and 2,432 overtime hours. The operating costs of this program, less citation revenue of \$362,961, is crosscharged to the airport in the amount of \$1,056,926 in 1998.
- The Sheriff is authorized to develop an Air Wing for the possible implementation of a helicopter patrol for law

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

enforcement and other public safety needs. The Sheriff is permitted and encouraged to seek outside grant funding, including cost sharing arrangements with local municipalities, to offset expenditures associated with the implementation of the Air Wing program. The Sheriff is requested to provide a status report, including a detailed budget of anticipated expenditures and revenues, to the appropriate policy committees before the Air Wing program becomes operational.

	1996 Actual	1997 Budget	1998 Budget
Traffic Citations Issued	31,000	31,500	32,000
Auto Accidents Reported and Investigated	3,700	3,700	3,500

## DETENTION BUREAU

- Budgeted appropriations, including staffing levels, are provided with the intent of serving a jail population of 1,300. The Sheriff will take the necessary steps to manage the jail within the budgeted amounts.
- For 1998, overtime hours for the Detention Bureau increase 18,840 hours, from 27,752 to 46,592. The associated costs increase \$347,152, from \$858,606 to \$1,205,758. The Sheriff has recalculated the overtime rate to better reflect actual expenditures of overtime and has reallocated overtime hours throughout the department to better match experience.
- In 1998, the House of Correction will prepare 1,300 servings of each meal for jail inmates for a budgeted total of 1,423,500 meals. In addition, 260,000 sandwiches will be prepared for detainees held in the open waiting area of the jail. The House of Correction will charge the Sheriff \$2,468,895 for jail food service in 1998 at a per meal cost of \$1.57 and \$0.90 per sandwich.
- The House of Correction will also provide laundry service for the jail at a cost of \$337,000. The per pound cost of an anticipated 720,000 pounds of laundry remains at \$0.26 in 1998 plus \$150,000 for the purchase of inmate clothing and linens.
- Telephone commission revenue and commissary revenue remain unchanged for 1998 at \$1,791,500 and \$210,000 respectively.

- Create 1 Nurse Practitioner

One Nurse Practitioner position is created at a personal service cost of \$44,163 to provide more coverage for inmate medical needs at the County Jail and House of Correction. The position is created effective April 5, 1998.

- Create 1 Medical Records Tech II

One Medical Records Tech II position is created at a personal service cost of \$10,718 to assist with inmate medical records and allow medical staff to provide more direct service to inmates at the County Jail and House of Correction. The position is created effective September 6, 1998.

- Create 3 Medical Assistant

Three Medical Assistant positions are created at a personal service cost of \$35,822 to assist medical staff with inmate medical needs at the County Jail and House of Correction. The Medical Assistants will perform TB skin testing, collect blood samples, and collect medical histories from clients. One position is created effective April 5, 1998, and the other two positions are created effective September 6, 1998.

- Create 1 Shift Supervisor

One Shift Supervisor is created at a personal service cost of \$18,639 to provide increased supervisory coverage for the Health Services Units at the County Jail and House of Correction. The position helps coordinate the delivery of medical services to inmates. The position is created effective September 6, 1998.

- Create 5 LPN-Sheriff

Five LPN-Sheriff positions are created at a personal service cost of \$49,155 to provide relief for RNs by administering medications and performing treatments for housed inmates at the County Jail and House of Correction. The positions are created effective September 6, 1998.

- Create 1 Psychological Social Worker

One Psychological Social Worker position is created at a personal service cost of \$16,051 to provide inmate welfare services at the County Jail and House of Correction. Inmate Welfare has been budgeted as a sub-unit of the jail since 1995 and includes 15 staff. The position is created effective August 23, 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

- In 1997, the Volunteer Coordinator position was abolished and a Criminal Justice Programs Manager position was created at a personal service cost in 1998 of \$74,598 to oversee all inmate programming at the County Jail and House of Correction. Library services for inmates continue in 1998 at a budgeted cost of \$25,000.
- In 1998, \$25,000 is again budgeted for inmate medical service co-payment revenue. Inmates are charged through their inmate trust accounts and charges are collected if funds are available. No inmates are denied necessary medical services due to an inability to pay. This practice has significantly reduced the number of frivolous requests for services from inmates.
- Medical Service appropriations of \$4,246,743 for inmates at the County Jail and House of Correction is included in the Detention Services budget. This amount represents a \$286,731 increase over the 1997 adopted budget. Jail Medical Services includes a FTE staff of 65.4 comprised primarily of nurses and clerical support staff. Contractual Medical Services include \$280,000 for physician, dentist, and pharmacist services. Hospital services for inmates will be provided at Froedtert and other private hospitals in 1998 and are budgeted at \$402,000. Other expenditures include \$550,000 for Drugs and \$66,350 for Medical and Surgical supplies. Laboratory fees remain at \$115,000 for TB skin tests for all CJF employees as well as testing of inmates for venereal and other infectious diseases.

reduce the supply of illicit drugs in the area and uses property seized from drug dealers to purchase law enforcement equipment for the Sheriff's Department. The Metro Drug Unit works cooperatively with the Milwaukee Police Department, the District Attorney's office and other agencies to apprehend and prosecute drug dealers.

- Process revenue in the Criminal Investigations Bureau increases \$10,000, from \$265,000 to \$275,000, for 1998. This revenue is generated by evictions at \$230 each and Writs of Restitution at \$75 each. The majority of process papers served in this bureau are no-fee papers including temporary restraining orders and three-party petitions for indigent clients.
- Welfare Fraud investigation revenue is budgeted at \$654,000 based upon 1,300 investigations of W2 fraud to be referred to the Sheriff in 1998. The Sheriff will monitor the program to ensure that actual expenditures are 100% offset by State reimbursement for services.

	1996 Actual	1997 Budget	1998 Budget
Bookings	52,800	53,000	58,000
Daily Average Population	1,279	1,250	1,300
Average Daily Releases	150	150	150
Requests for Medical Services-Nurse Assessments	49,791	42,000	48,500
Prescriptions Filled	48,580	33,000	36,000

	1996 Actual	1997 Budget	1998 Budget
Welfare Fraud Complaints (W2 Fraud in 1998):			
Received	979	1,350	1,300
Investigated	387	714	1,300
Criminal Complaints Issued	300	600	250
Writs of Restitution Received	3,683	3,071	3,687
Temporary Restraining Orders Received	940	959	987
Witness Protection Cases	198	216	200

**CRIMINAL INVESTIGATIONS BUREAU**

- The Criminal Investigations Bureau has four components: General Investigations, Welfare Fraud and Witness Protection and Drug Enforcement. General Investigations performs background checks on all personnel seeking employment by the department, is responsible for serving all writs, three party petitions and temporary restraining orders. The Welfare Fraud unit receives Federal reimbursement for investigating persons who may be receiving assistance to which they are not entitled. The Drug Enforcement Unit works to

**TECH/AUXILIARY BUREAU**

- Create 3 Deputy Sheriff I  
 Three Deputy Sheriff I positions are created at a personal service cost of \$117,159 to staff two additional posts due to the conversion of one Probate Court into a full-time Misdemeanor Court in 1997. The positions are created effective January 1, 1998.
- The Sheriff crosscharges Combined Court Related Operations for bailiff services. For 1998, the Sheriff's budgeted crosscharge for anticipated services increases

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: SHERIFF**

**UNIT NO. 4000**  
**FUND: General - 010000**

\$259,913, from \$5,085,438 to \$5,345,351. The 1998 Bailiff staffing plan provides 102 sworn positions, including 98 Deputy Sheriff I, three Sergeants, one Lieutenant, and 10,000 hours of overtime to provide full-time and vacation relief coverage for the following 81 posts: 20 for the Felony Judges, 21 for the Misdemeanor Judges, 11 for the Juvenile Court Judges, four for the Family Court Judges, four for the Civil and Probate Judges, three for the Judges handling spin-off felonies, one for the Civil Judge handling small claims, four for the Juvenile Court Commissioners, three for Preliminary Hearing Court, two for the Family Court Commissioner's Office, two for Intake Court, one each for the Traffic Commissioner and Small Claims Commissioner, three posts at the Children's Court Center, and one bailiff assigned to the Out-of-Custody Court.

- Abolish 2 Clerk Typist III (Hourly)

Two Clerk Typist III positions, budgeted for 1,000 hours each, are abolished at a personal service savings of \$15,494. The positions were provided in 1997 to reinstate the Bench Warrant Removal Project to reduce the number of warrants, and the resulting unnecessary incarceration of individuals, for cases which the District Attorney cannot or will not prosecute.

- Create 1 Network Manager

- One Network Manager position is created at a personal service cost of \$46,377 to provide computer systems related support services primarily for the House of Correction. The position is created effective January 1, 1998.

- Appropriations for the purchase of commodities for the Training Academy increases \$89,886, from \$189,331 to \$279,217, primarily due to expenditures associated with new recruits for the Adult Correctional Center expansion at the House of Correction. The Sheriff is crosscharged \$57,624 by the Parks Department for rental charges

associated with the Kosciuszko Park training site. The cost of training is partially offset by \$252,178 from the Wisconsin Department of Justice Training and Standards Bureau for mandated law enforcement officer, jailor, and in-service training.

- Funding is provided for a Deputy Sheriff Lieutenant position created in mid-1997 to serve as a liaison to the State Department of Transportation. The cost of this position is 100% offset by reimbursement revenue from the State of Wisconsin.
- The Drug Abuse Resistance Education program (D.A.R.E.) consists of six Deputy Sheriff I and 270 overtime hours. Other miscellaneous revenue from the D.A.R.E. program is projected to increase by \$7,100 to \$122,000 for 1998. The revenue consists of \$100,000 from the Boys and Girls Clubs to support the Truancy Abatement and Burglary Suppression Program (TABS). The remaining \$22,000 is from court-ordered donations to the D.A.R.E. program. These revenues offset approximately 40% of the cost of the D.A.R.E. program.
- Revenue from Recoveries remains at \$80,000 for 1998. This revenue is generated by fees received from the State of Wisconsin Department of Transportation for holding seized vehicles.

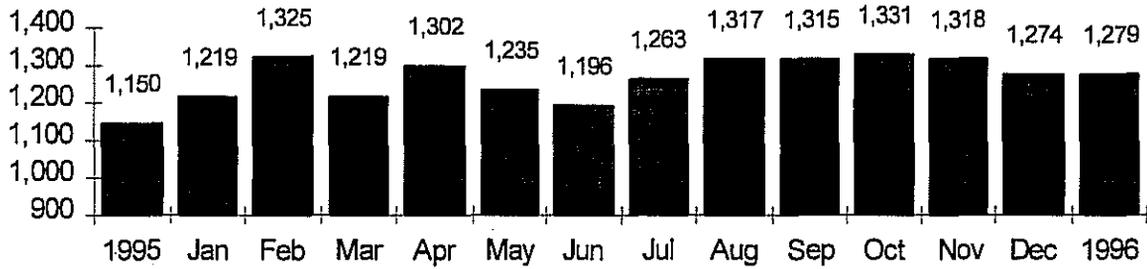
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Recruits Trained County	54	75	75
Individuals Receiving In-service Training	620	995	985
Jailers Trained	171	160	220

COUNTY EXECUTIVE'S 1998 BUDGET

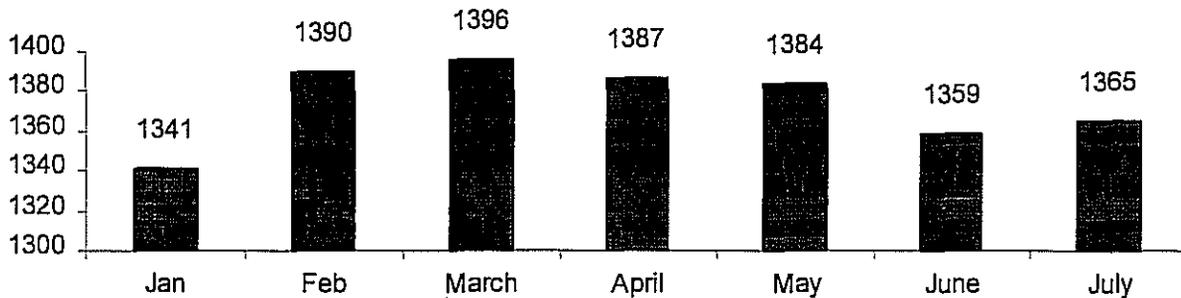
DEPT: SHERIFF

UNIT NO. 4000  
FUND: General - 010000

**AVERAGE DAILY CJF POPULATION  
FOR 1996**



**AVERAGE DAILY CJF POPULATION  
FOR 1997**





**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.34, 59.66(2), 59.66(3), 69.18, 155.02, and Chapter 979, Wisconsin Statutes, this department investigates all deaths in which there are unexplained, unusual or suspicious circumstances, all homicides, all suicides, all deaths following criminal abortion, poisoning, and accident (whether the injury is or is not the primary cause of death), and all deaths in which there is no physician in attendance, or the attending physician refuses to sign the death certificate; investigates all deaths when the body is to be cremated; reports all deaths immediately to the District Attorney pursuant to Section 979.04(2) Statutes; performs autopsies, histologic studies and toxicological analyses, and testifies in court in regard to all investigative findings; issues death certificates, cremation permits and disinterment permits; takes possession of, stores and disposes of bodies when investigation is required or bodies are unclaimed; locates relatives of deceased persons; safeguards and legally disposes of money and property of deceased persons; and

renders scientific aid to various law enforcement agencies in the examination of evidence.

**OBJECTIVES**

1. Maintain present level of service and increase revenue despite budgetary constraints and increasing case volume by solidifying contractual agreements with outside counties.
2. Continue to develop a regional forensic pathology laboratory service to assist in defraying operating expenses.
3. Continue to automate administrative, laboratory, and autopsy functions to increase productivity and cost effectiveness.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 1,751,302	\$ 1,724,186	\$ 1,691,037	\$ -33,149
Fringe Benefits	527,565	0	0	0
Services	257,026	367,297	441,697	74,400
Commodities	189,491	177,106	188,860	11,754
Other Charges	50	0	0	0
Capital Outlay	14,916	2,300	0	-2,300
Contractual Crosscharges	435,413	35,778	38,097	2,319
Abatements	-342,377	0	0	0
<b>Total Expenditures</b>	<b>\$ 2,833,386</b>	<b>\$ 2,306,667</b>	<b>\$ 2,359,691</b>	<b>\$ 53,024</b>
Direct Revenue	559,607	708,875	716,150	7,275
<b>Property Tax Levy</b>	<b>\$ 2,273,779</b>	<b>\$ 1,597,792</b>	<b>\$ 1,643,541</b>	<b>\$ 45,749</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$551,481 to \$2,149,273. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$516,308, to \$2,159,849, for a tax levy change of \$10,576.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**

**FUND: General - 010000**

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	33.0	32.1	31.1	-1.0
Overtime Hours	3,630	2,575	2,575	0
Overtime Dollars	\$74,567	\$65,219	66,414	\$1,244

The Medical Examiner's personal services have been reduced by \$81,065 to establish a net salary budget that is 95.14% of gross wages. For 1997, the Medical Examiner had a net salary budget that was 93.85% of gross wages.

<b>Personnel Classification (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	4.0	4.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	21.0	17.0	-4.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	4.0	4.0	0.0
<b>Total</b>	<b>32.0</b>	<b>28.0</b>	<b>-4.0</b>

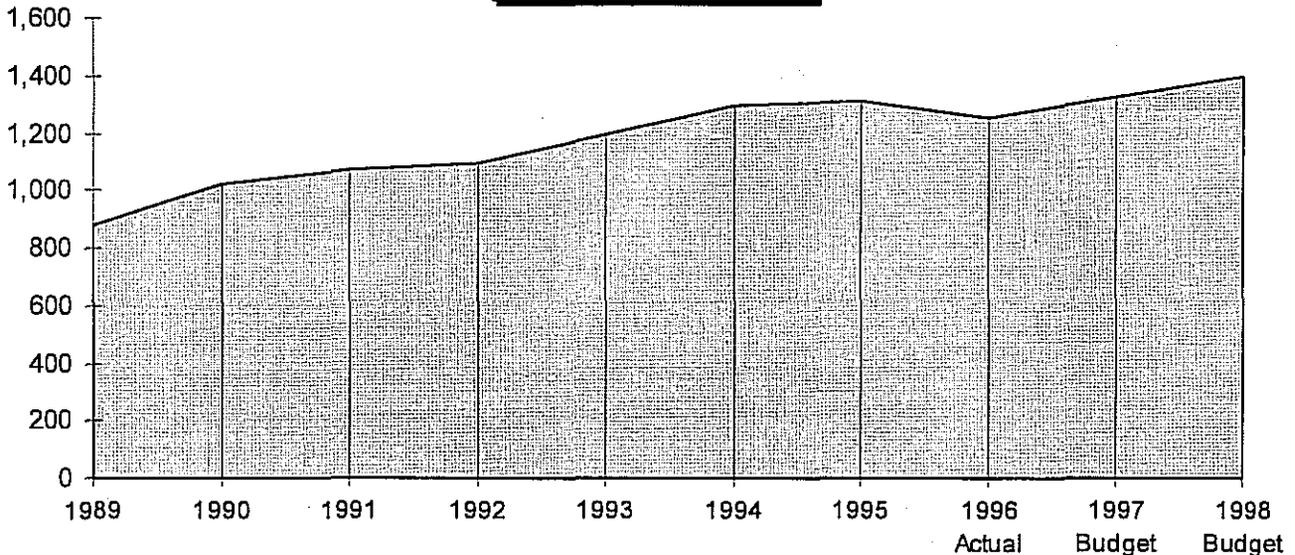
<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Network Systems Administrator	Create	1 position	Administration	\$ 37,148
Office Systems Coordinator	Abolish	1 position	Administration	-31,211
Resident Medical Examiner	Abolish	1 position	Autopsy	-25,139
Forensic Pathology Fellow	Abolish	1 position	Autopsy	-27,302
Assistant Toxicologist	Abolish	1 position	Laboratory	-18,117
Toxicologist II	Abolish	1 position	Laboratory	-25,880
			<b>TOTAL</b>	<b>\$ -90,501</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MEDICAL EXAMINER

UNIT NO.4190  
FUND: General - 010000

## Medical Examiner Autopsies Performed



### BUDGET HIGHLIGHTS

- Create one position of Network Systems Administrator -Medical Examiner

One position of Network Systems Administrator - Medical Examiner is created at a personal services cost of \$37,148. The duties of the Office Systems Coordinator position, which is abolished, will be absorbed by the Network Systems Administrator position. Additional duties of the Network Systems Administrator will include developing and maintaining the newly upgraded computer system, including remote site access capability by the Fond du Lac County satellite morgue and the Racine County Medical Examiner's Office.

- Abolish one position each of Assistant Toxicologist and Toxicologist II

One position each of Assistant Toxicologist and Toxicologist II are abolished, pursuant to the 1997 Adopted Budget, which reflects the upgrade of the Assistant Toxicologist position to Forensic Laboratory Technical Supervisor, and the contractual services obtained from the Medical College of Wisconsin by providing a Ph.D. in toxicology for professional direction of the laboratory.

- Abolish one position each of Forensic Pathology Fellow and Resident Medical Examiner

One position each of Forensic Pathology Fellow and Resident Medical Examiner are abolished. The positions are now employees of the Medical College of Wisconsin, and the charge for their services, estimated at \$76,000 for 1998, has been appropriated in contractual services.

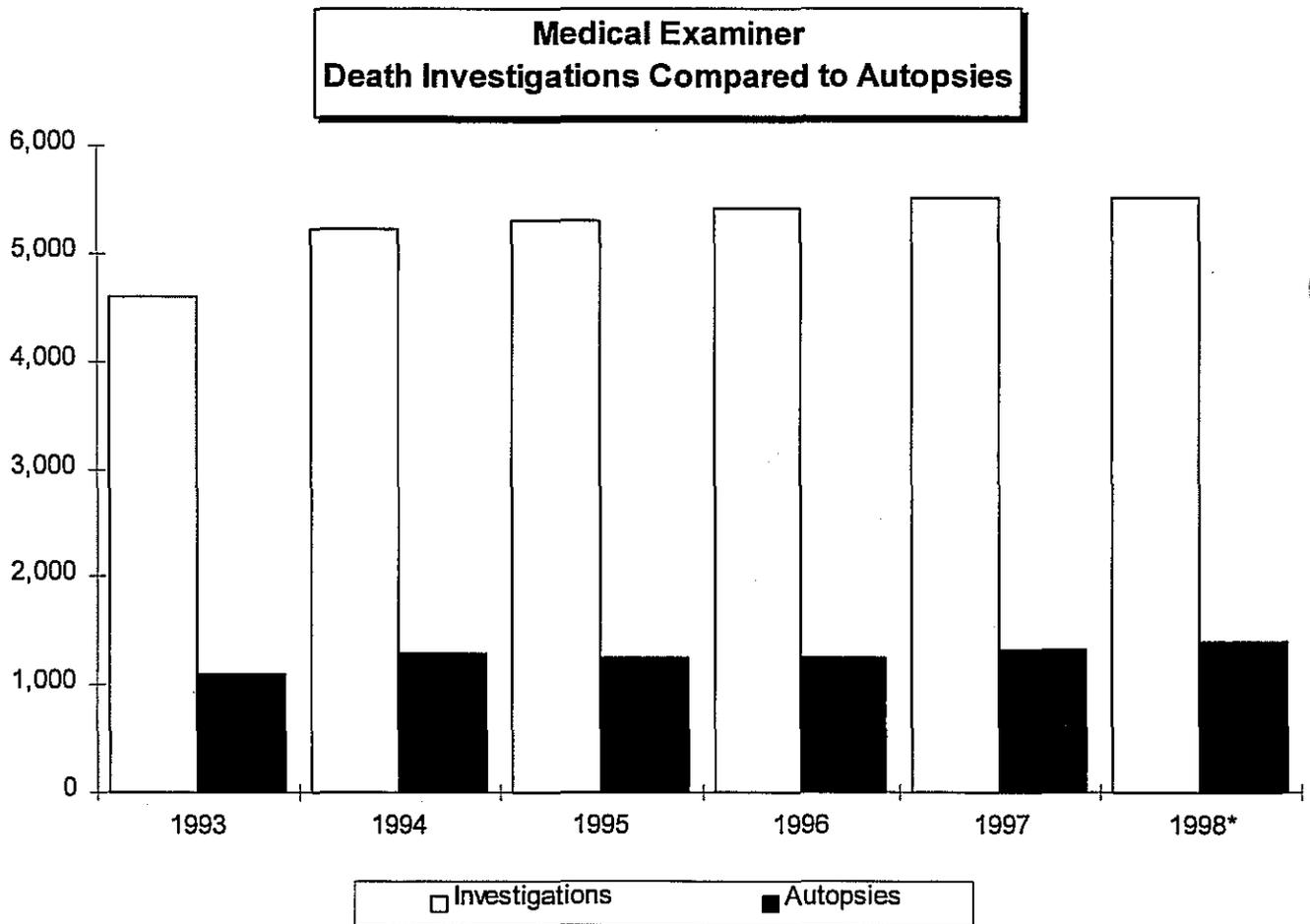
- A total of 2,575 overtime hours are appropriated for the Medical Examiner's Office in 1998 at a personal service cost of \$66,414. 1,950 overtime hours are budgeted for Forensic Investigators, who frequently must work extra hours after their shifts to complete the report on a death scene. An overtime appropriation of 625 hours is provided for Forensic Assistants who assist the pathologists in performing autopsies.
- Revenue increases \$7,275, from \$708,875 to \$716,150, due to fee increases, offset by a reduction in the number of paying cases due to the rising number of indigency cases where the fee is waived. Death Certificate Signing Fee increases \$5, from \$40 to \$45; Disinterment Permits increase \$10, from \$30 to \$40.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MEDICAL EXAMINER**

**UNIT NO.4190**  
**FUND: General - 010000**

- The fee structure for referral autopsies from other counties has been modified to recognize those counties that are under exclusive contract to refer all cases to the Milwaukee County Medical Examiner. For counties under exclusive contract, which presently include Fond du Lac, Ozaukee and Washington, the fee increases by \$25, from \$1,000 to \$1,025 per autopsy. For those counties which refer more than ten cases per year, but are not under exclusive contract, the fee increases \$100, from \$1,000 to \$1,100. For those counties which refer less than ten cases per year and are not under exclusive contract, the fee increases \$100, from \$1,275 to \$1,375 per autopsy.
- \$3,600 is included to lease one additional vehicle for staff use. An increase in travel, primarily due to activity associated with the Fond du Lac satellite facility, requires the addition of one leased vehicle in addition to the four presently obtained from Fleet Services.



\*Estimate

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MEDICAL EXAMINER

UNIT NO.4190  
FUND: General - 010000

ACTIVITY & STATISTICAL SUMMARY				
	1996	1996	1997	1998
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Deaths Investigated	5,400	5,411	5,500	5,500
Autopsies Performed	1,300	1,253	1,325	1,400
External Body Examinations by Pathologists	30	29	32	32
Bodies Admitted to Morgue	1,240	1,135	1,245	1,245
Death Certificates Signed	2,100	1,928	2,100	1,980
Cremation Permits Issued	2,300	2,106	2,300	2,310
Laboratory Activity Toxicological Analyses	29,000	28,737	29,500	29,500

MEDICAL EXAMINER FEES			
	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
Cremation permits	\$ 115.00	\$ 115.00	\$ 0.00
Death certificates	\$ 40.00	\$ 45.00	\$ 5.00
Disinterment permit	\$ 30.00	\$ 40.00	\$ 10.00
Certified copies, per page charge:			
Autopsy protocol	\$ 0.50	\$ 0.50	\$ 0.00
Toxicology report	\$ 0.50	\$ 0.50	\$ 0.00
Death report	\$ 0.50	\$ 0.50	\$ 0.00
Duplicate polaroid print	\$ 1.50	\$ 2.50	\$ 1.00
Duplicate 35 mm slide	\$ 1.50	\$ 2.50	\$ 1.00
Duplicate microscopic slide	\$ 5.00	\$ 5.00	\$ 0.00
Autopsies for other counties under exclusive contract	\$ 1,000.00	\$ 1,025.00	\$ 25.00
Body storage - per day, after 1 day	\$ 25.00	\$ 25.00	\$ 0.00
Autopsies for other counties, more than 10 cases/year	\$ 1,000.00	\$ 1,100.00	\$ 100.00
Autopsies for other counties, less than 10 cases/year	\$ 1,275.00	\$ 1,375.00	\$ 100.00
Testimony fees	\$ 300.00	\$ 300.00	\$ 0.00
Conference registration fee	\$ 125.00	\$ 140.00	\$ 15.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** HOUSE OF CORRECTION

**UNIT NO.** 4300

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The functions of the House of Correction are defined in Chapters 302, 303, 304 and 973 of the Wisconsin Statutes. This institution receives and maintains custody of all sentenced prisoners in Milwaukee County committed by authorized courts for periods not exceeding one year and from other jurisdictions as authorized by County ordinance; provides programs of work release, rehabilitation, education, work, recreation and training; provides medical, dental and other necessary services in conjunction with the Detention Bureau of the Sheriff's Department; processes and considers applications for parole; and releases prisoners upon expiration of sentence, parole, or upon orders of the courts or other recognized authorities. Section 302.315 of the Wisconsin Statutes permits this institution to receive and maintain custody of unsentenced prisoners from the Milwaukee County Sheriff. The department also operates a program of home detention using electronic surveillance equipment and other systems of control.

2. Open the 600 bed Adult Correctional Center expansion and prepare to close the Training and Placement Center.
3. Lower the Inmate-to-Correction Officer ratio to 60-to-1 in the Main Facility and the Training and Placement Center and to 50-to-1 in the Franklin Lotter Building.
4. Continue expanding inmate work and training programs in the kitchen, laundry, garden, nursery, fish hatchery and graphics operations to reduce the amount of idle time and promote a work routine. Develop a more extensive education program.
5. Continue efforts to increase community participation from funded agencies and volunteer organizations to provide services to inmates.
6. Continue the electronic surveillance program for up to 200 inmates to minimize the in-custody population.
7. Continue to work with the Sheriff's Department in reviewing operations and recommend new approaches to eliminate any unnecessary duplication of services and costs.

**OBJECTIVES**

1. Provide an inmate and staff environment that places emphasis on safety and security as feasible within allocated resources and to prevent escapes and reduce walkaways through improvements in security measures.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 12,861,145	\$ 12,759,723	\$ 14,442,532	\$ 1,682,809
Fringe Benefits	3,859,700	0	0	0
Services	1,086,846	1,099,730	1,104,478	4,748
Commodities	3,827,038	3,939,154	4,526,399	587,245
Other Charges	122,660	325,000	175,000	-150,000
Capital Outlay	93,954	12,445	0	-12,445
Contractual Crosscharges	3,163,861	1,616,697	1,653,351	36,654
Abatements	-5,669,983	-4,481,241	-4,397,226	84,015
<b>Total Expenditures</b>	<b>\$ 19,345,221</b>	<b>\$ 15,271,508</b>	<b>\$ 17,504,534</b>	<b>\$ 2,233,026</b>
State & Federal Revenue	1,016,367	1,127,000	1,054,000	-73,000
Other Direct Revenue	3,941,245	4,732,997	4,539,185	-193,812
<b>Total Revenue</b>	<b>\$ 4,957,612</b>	<b>\$ 5,859,997</b>	<b>\$ 5,593,185</b>	<b>\$ -266,812</b>
<b>Property Tax Levy</b>	<b>\$ 14,387,609</b>	<b>\$ 9,411,511</b>	<b>\$ 11,911,349</b>	<b>\$ 2,499,838</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$4,266,690 to \$13,678,201. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$5,140,272, to \$17,051,621, for a tax levy change of \$3,373,420.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: HOUSE OF CORRECTION**

**UNIT NO. 4300**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administration	Expenditure	\$ 3,769,500	\$ 2,217,509	\$ 2,792,365	\$ 574,856
	Abatement	0	0	0	0
	Revenue	<u>491,018</u>	<u>470,245</u>	<u>509,207</u>	<u>38,962</u>
	Tax Levy	\$ 3,278,482	\$ 1,747,264	\$ 2,283,158	\$ 535,894
Food Service	Expenditure	\$ 5,470,322	\$ 4,850,781	\$ 5,335,292	\$ 484,511
	Abatement	3,645,057	3,348,482	3,336,939	-11,543
	Revenue	<u>3,976</u>	<u>6,600</u>	<u>5,100</u>	<u>-1,500</u>
	Tax Levy	\$ 1,821,289	\$ 1,495,699	\$ 1,993,253	\$ 497,554
Inmate Industries	Expenditure	\$ 1,154,150	\$ 1,085,716	\$ 1,222,291	\$ 136,575
	Abatement	1,040,476	1,061,259	1,060,287	-972
	Revenue	<u>27,663</u>	<u>24,457</u>	<u>14,875</u>	<u>-9,582</u>
	Tax Levy	\$ 86,011	\$ 0	\$ 147,129	\$ 147,129
Adult Correctional Center	Expenditure	\$ 9,953,406	\$ 7,424,983	\$ 8,366,436	\$ 941,453
	Abatement	65,529	71,500	0	-71,500
	Revenue	<u>2,023,868</u>	<u>2,768,887</u>	<u>2,550,397</u>	<u>-218,490</u>
	Tax Levy	\$ 7,864,009	\$ 4,584,596	\$ 5,816,039	\$ 1,231,443
Community Correctional Center	Expenditure	\$ 4,667,826	\$ 4,173,760	\$ 4,185,376	\$ 11,616
	Abatement	918,921	0	0	0
	Revenue	<u>2,411,087</u>	<u>2,589,808</u>	<u>2,513,606</u>	<u>-76,202</u>
	Tax Levy	\$ 1,337,818	\$ 1,583,952	\$ 1,671,770	\$ 87,818

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1996/7998 Change</b>
Position Equivalent	372.4	367.9	406.3	38.4
Overtime Hours	64,216	40,470	45,470	5,000
Overtime Dollars	\$1,064,767	\$865,039	\$988,969	\$123,930

Personal services for the House of Correction have been reduced by \$1,322,336 to establish a net salary budget that is 90.99% of gross wages. For 1997, the House of Correction had a net salary budget that was 94.77% of gross wages.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	11.0	15.0	4.0
Clerical (F)	32.0	41.0	9.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	251.0	325.0	74.0
Service/Maintenance (H)	52.0	57.0	5.0
Skilled Craft (G)	3.0	4.0	1.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>351.0</b>	<b>444.0</b>	<b>93.0</b>

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Admin Asst I - General	Abolish	1 position	Administration	\$ -32,211
Clerk Typist III (NR)	Create	2/2,192	Administration	\$ 27,558
Clerk Typist IV	Create	2/1,712	Administration	\$ 23,882
Stores Clerk I	Create	1/1,456	Administration	\$ 20,007
Stores Clerk I	Create	5/6,640	Adult Correc Ctr	\$ 91,239
Facility Maint Worker - HOC	Create	4/7,744	Administration	\$ 125,632
Laundry Production Supvr	Create	1/576	Inmate Industries	\$ 9,388
Electrical Mechanic	Create	1 position	Administration	\$ 46,952
Plumber	Create	1 position	Administration	\$ 50,702
Correctional Officer I	Create	60/65,360	Adult Correc Ctr	\$ 990,595
Correctional Officer II	Create	4/6,144	Adult Correc Ctr	\$ 103,895
Correctional Officer II	Create	1/1,456	Comm Correc Ctr	\$ 24,621
Correctional Officer-Lieutenant	Create	5/6,640	Adult Correc Ctr	\$ 140,885
Correctional Officer-Truck Driver	Create	4/5,184	Inmate Industries	\$ 86,994
Baker I	Create	1/1,296	Food Service	\$ 18,519
Safety Compliance Coordinator	Create	1/1,936	Administration	\$ 39,091
Security Manager-HOC	Create	2/2,512	Adult Correc Ctr	\$ 69,348
Director of Industries	Create	1/976	Inmate Industries	\$ 27,692
			<b>TOTAL</b>	<b>\$ 1,864,789</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

## DEPARTMENT DESCRIPTION

The **Administration** program consists of Central Administration, Inmate Canteen, Commodity Warehouse, Maintenance and Power Plant.

The **Food Service** program consists of the Adult Correctional Center Kitchen and Bakery, the Franklin Lotter Building Kitchen, the Training and Placement Center Kitchen, the Safety Building Kitchen, the Community Correctional Center Kitchen and the Criminal Justice Facility Kitchen. It prepares meals for the inmates at the House of Correction, the County Jail, and for special events held on County property. In 1998, the Safety Building Kitchen and the Training and Placement Center Kitchen will close and meals will be prepared in the 600 bed Adult Correctional Center Expansion Kitchen.

**Inmate Industries** employs approximately 200 inmates and consists of a graphics print shop, laundry, recycling center, fish hatchery, and gardening tree nursery program. It provides basic training in vocational jobs and meaningful work experience in business/industrial operations, offsetting expenses with revenues produced by providing useful products and services to public and private agencies.

The **Adult Correctional Center** has a design capacity of 650 inmates, 400 beds in the main facility and 250 beds in the Franklin Lotter Building. The 24-bed infirmary and the 58-bed disciplinary/protective custody unit are not counted in the facility capacity. The housing capacity has been increased by placing additional beds in each of the eight main facility dormitories and in each of the five dormitories in the Franklin Lotter Building. The 1998 budget is based on housing an average of 900 inmates at the Adult Correctional Center.

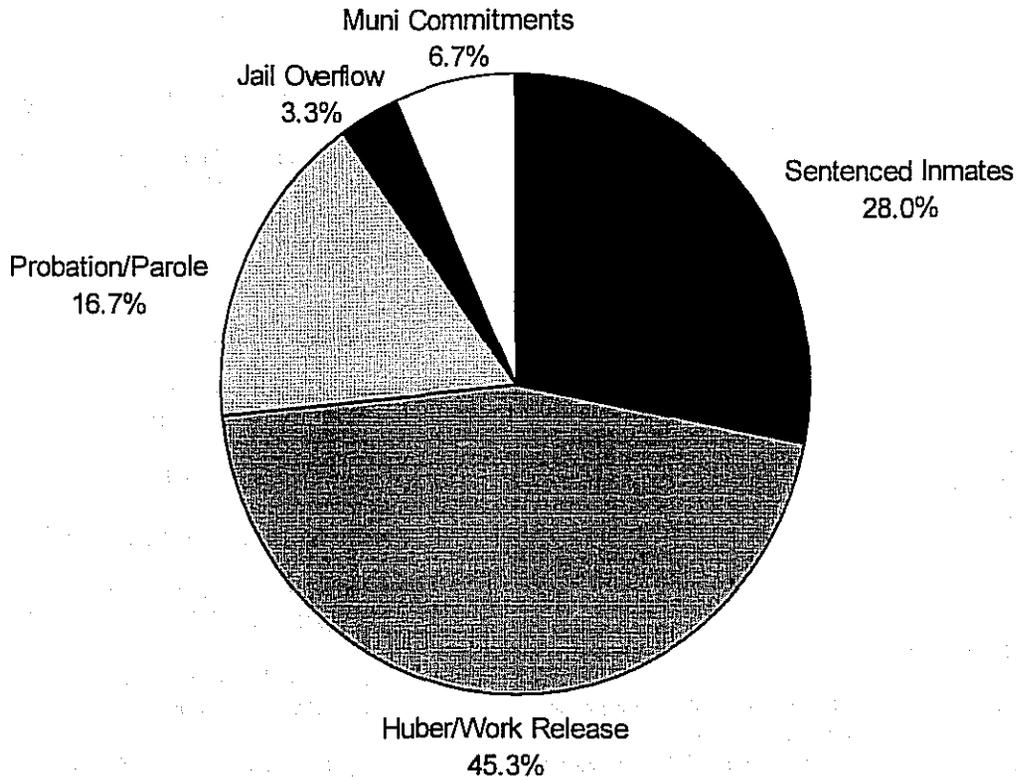
The **Community Correctional Center**, located at 1004 N. 10th Street, has a design capacity of 200 inmates. The housing capacity has been increased to 360 by adding a fifth floor for inmate housing and placing additional beds on each of the four floors. The majority of inmates at this

facility have community access, under court order, to work, attend school, provide child care or to receive medical attention. The staff at this facility also manage a program of home detention for approximately 200 inmates.

The **Training and Placement Center** consists of four living units with a budgeted average daily population of 240 inmates. It primarily houses minimum security inmates with limited or no community access privileges. Residents of this facility are assigned to work details on the grounds of the House of Correction. Residents are also enrolled in programs to correct their educational and vocational deficiencies, with the goal of securing private employment for them prior to release. This facility also serves as the overflow facility for the Community Correctional Center. The Training and Placement Center is scheduled to be closed when the 600 bed Adult Correctional Center expansion is completed. The staff and inmates of this facility will be relocated to the new facility.

The **Adult Correctional Center Expansion Project** will provide twelve additional dormitories, a new kitchen, an intake/booking area, training space, a visiting area, and a business office/administration area. The west one-third of the building, including food service, intake/booking and training space is scheduled for completion by June 15, 1998. The first four dormitories are scheduled for completion by September 15, 1998. The remaining eight dormitories and visiting area are scheduled to be completed by November 15, 1998. The Business Office/Administration area is scheduled for completion by February 15, 1999 and completion of the entire project is scheduled for June, 1999. The completion of this project will permit the closing of the Training and Placement Center and the Safety Building Kitchen; will permit a reduction in the number of inmates housed in each of the Adult Correctional Center dormitories and will provide relief for Criminal Justice Facility overcrowding.

HOUSE OF CORRECTION - TOTAL POPULATION  
1998 BUDGET



**BUDGET HIGHLIGHTS**

- The 1998 House of Correction budget is based on an average daily inmate population of 1,700 inmates, including up to 200 inmates on electronic surveillance. This population is projected to consist of 100 inmates with municipal commitments, 250 probation and parole violators, 50 jail overflow inmates, 680 Huber/Work Release inmates with community access and 420 sentenced inmates without community access.

- Create 60 Correctional Officer 1

Sixty Correctional Officer 1 positions are created at a personal service cost of \$990,595 to provide staff for the Adult Correctional Center expansion. The positions will be created as follows: fifteen positions created effective May 3, 1998, twenty positions created effective July 12, 1998, and twenty-five positions created effective August 9, 1998. This staggered creation schedule will assist in hiring and training recruits while providing coverage for the new expansion as it becomes incrementally operational.

- Create 5 Correctional Officer II

Five Correctional Officer II positions are created at a personal service cost of \$128,516 to provide senior staff coverage for the Adult Correctional Center expansion. Two of the positions are created effective April 5, 1998, and three positions created effective May 3, 1998.

- Create 5 Correctional Officer - Lieutenant

Five Correctional Officer - Lieutenant positions are created at a personal service cost of \$140,885 to provide command staff coverage for the Adult Correctional Center expansion. Three of the positions are created effective April 5, 1998 to assist in training new hires and two additional positions are created effective August 9, 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

- Create 4 Correctional Officer - Truck Driver

Four Correctional Officer - Truck Driver positions are created at a personal service cost of \$86,994 to transport inmate meals from the new Adult Correctional Center kitchen to the Criminal Justice Facility and the Community Correctional Center. The four positions are created effective May 3, 1998.
- Create 2 Security Manager - HOC

Two Security Manager - HOC positions are created at a personal service cost of \$69,348 to provide administrative command coverage for the Adult Correctional Center expansion. One of the positions is created effective April 5, 1998 to assist with hiring and training of new staff, and the other position is created effective August 9, 1998.
- Create 2 Clerk Typist 3 (NR)

Two Clerk Typist 3 (NR) positions are created at a personal service cost of \$27,558 to provide clerical support primarily for the training academy and administrative staff. One of the positions is created effective April 5, 1998, and the other effective October 4, 1998.
- Create 2 Clerk Typist 4

Two Clerk Typist 4 positions are created at a personal service cost of \$23,882 to provide clerical support primarily for inmate records. One of the positions is created June 28, 1998 and the other position is created October 4, 1998.
- Create 6 Stores Clerk 1

Six Stores Clerk 1 positions are created at a personal service cost of \$111,246 to provide additional coverage for the newly expanded warehouse and inmate property. One of the positions is created effective May 3, 1998 and five positions are created effective May 27, 1998.
- Create 4 Facility Maintenance Worker - HOC

Four Facility Maintenance Worker - HOC positions are created at a personal service cost of \$125,632 to provide coverage of existing facilities and for the Adult Correctional Center expansion. The positions are created effective February 8, 1998.
- Create 1 Electrical Mechanic

One Electrical Mechanic position is created at a personal service cost of \$46,952 to provide skilled trade coverage for existing facilities and the Adult Correctional Center expansion. The position is created effective January 1, 1998.
- Create 1 Plumber

One Plumber position is created at a personal service cost of \$50,702 to provide skilled trade coverage for existing facilities and the Adult Correctional Center expansion. The position is created effective January 1, 1998.
- Create 1 Laundry Production Supervisor

One Laundry Production Supervisor position is created at a personal service cost of \$9,388 to provide coverage associated with the Adult Correctional Center expansion. The position is created effective October 4, 1998.
- Create 1 Baker I

One Baker I position is created at a personal service cost of \$18,519 to provide additional staff for the new kitchen in the Adult Correctional Center. The position is created effective May 31, 1998.
- Create 1 Safety Compliance Officer

One Safety Compliance Officer is created at a personal service cost of \$39,091 to provide staff to oversee all safety regulations and requirements for new and existing House of Correction facilities. The position is created effective February 8, 1998.
- Create 1 Director of Industries

One Director of Industries position is created at a personal service cost of \$27,692 to provide oversight of inmate industry programs, which include graphics print shop, laundry, recycling center, fish hatchery, and gardening tree nursery programs. The position is funded for 976 hours, but created effective January 1, 1998, to provide more flexibility in filling the position.
- Abolish Administrative Assistant 1 - General (NR)

One Administrative Assistant 1 - General (NR) position is abolished. The position was previously offset by vacancy and turnover and is identified for abolishment.
- Full-year funding has been appropriated in anticipation of two new skilled trades positions being approved in October, 1997 for the House of Correction. One Mechanical Maintenance Superintendent position was created and one Steamfitter - Temperature Control position was transferred from the Department of Public Works in October, 1997. The full-year personal service cost of these positions is \$43,655 and \$50,911 respectively.
- Overtime hours increase by 5,000 hours from 40,470 to 45,470 in 1998. Overtime expenditures increase

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

\$123,930 from \$865,039 to \$988,969 in 1998, excluding Social Security.

1998 at a per meal charge of \$1.57 and a per sandwich charge of \$0.90.

- The number of inmates on electronic surveillance is budgeted at 200. Revenue from the inmates on electronic surveillance increases \$56,575 from 408,800 to \$465,375 due to an increase in the rate from \$14.00 to \$15.00 per day and based on 85 employed (and therefore paying) inmates. Electronic monitoring costs for the Voice Print System are \$164,250 for 1998 for up to 200 inmates on surveillance.
- Huber Board revenue decreases \$102,500 from \$1,878,000 to \$1,775,000 in 1998. The average daily paying population decreases by 10 inmates from 300 to 290 for 1998, offset by an increase of \$0.25 per day, from \$17.25 to \$17.50, in the daily rate. Sales tax is paid to the State on the portion of the rate associated with meal costs.
- Municipal Board revenues increase by \$57,451, from \$474,354 to \$531,805, in 1998, due to an increase in the average number of municipal commitments from 90 to 100 per day based on experience, along with an increase in the rate from \$14.44 to \$14.57 per day. The municipal per diem is calculated by dividing the previous year's actual expenditures by the number of inmate days.
- Telephone commissions decrease \$233,219, from \$1,313,219 to \$1,080,000, for 1998, based on experience. House of Correction officials are examining telephone commissions to determine the reason for lower than anticipated revenue increases that were expected when the price of a station-to-station collect call increased in 1996 from \$2.10 to \$3.00.
- Probation and Parole revenue decreases \$73,000, from \$1,095,000 to \$1,022,000, for 1998, due to a decrease in the number of reimbursable inmates from 75 to 70 at \$40 per day.
- Commissary revenue increases \$39,162, from \$410,318 to \$449,480, based on experience.
- Food and provisions appropriations increase \$107,245, from \$2,331,421 to \$2,438,666, for 1998. The House of Correction will prepare 1,300 servings of each meal and 260,000 sandwiches for jail inmates; 1,140 servings of each meal for inmates housed in Franklin, and an average of 207 servings of each meal and 43,500 sandwiches for inmates at the Community Correctional Center for a total of 2,898,465 meals and 303,500 sandwiches. The House of Correction will charge the Sheriff \$2,468,895 for jail food service in
- Budgeted appropriations for Household supplies increase \$400,000, from \$350,000 to \$750,000, for 1998. This is primarily due to a \$325,000 increase in cooking supplies associated with the new "quick chill" cooking methods that will be implemented in 1998. An additional \$75,000 is budgeted for new blankets, mattresses, linens, and other supplies associated with the Adult Correctional Center expansion.
- Funding for Adult Basic Skills/GED programs, Huber/Work Release Job Development and Placement, and inmate education programs such as the MATC Inmate Learning Center is \$155,000 for 1998. It is anticipated that this appropriation will be supplemented with outside grant funding from the Department of Education to expand current programs and create new training and related services for inmates.
- An appropriation of \$17,500 is provided to lease two refrigerated food service delivery trucks for the last six months of 1998. Due to the closing of the Safety Building kitchen and the opening of the new kitchen in the Adult Correctional Center, inmate meals for the Criminal Justice Facility and Community Correctional Center will be transported from Franklin.
- \$20,000 is continued for consultant services for the fish hatchery by the Center for Great Lakes Studies at the University of Wisconsin-Milwaukee. The fish hatchery produces 15,000 to 20,000 fish each year for County Park lagoons.
- In 1997, \$150,000 was provided to implement a Community Service Program to serve as an alternative to House of Correction sentences of less than 45 days. Since most inmates that are eligible for this program are released to electronic surveillance to reduce the in-custody population, the program was not implemented in 1997. The appropriation is not included for 1998.
- Budgeted appropriations for Water Charges increase \$56,000, from \$55,000 to \$111,000, due to an increase in City of Franklin water charges.
- One position of Administrative Assistant 1, and one position of Administrative Assistant - General were reclassified in 1997 to Administrative Assistant (Records) and Administrative Assistant - Fiscal, respectively. These reclassifications result in a tax levy increase of \$4,368 for 1998.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: HOUSE OF CORRECTION

UNIT NO. 4300

FUND: General - 010000

ACTIVITY AND STATISTICAL SUMMARY				
	1996	1996	1997	1998
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Average Daily Population:				
Milwaukee County Jail Overflow	100	26	50	50
Huber/Work Release	580	571	600	680
Probation and Parole	350	393	350	250
Municipal Commitments	120	97	100	100
Sentenced Inmates	<u>250</u>	<u>342</u>	<u>300</u>	<u>420</u>
Total Population Daily Average	1,400	1,429	1,400	1,500
Electronic Surveillance	100	163	200	200

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Wisconsin Statutes Section 978.05, the District Attorney of Milwaukee County has the following duties:

- A. In the Circuit Courts of Milwaukee County having jurisdiction for ADULT MATTERS - Prosecutes all criminal actions; prosecutes all State forfeiture actions, County traffic actions, and actions concerning violations of County ordinances which are in conformity with State criminal laws; participates in John Doe or other investigatory proceedings; issues subpoenas and other processes to compel the attendance of witnesses; upon the request and under the supervision and direction of the Attorney General, briefs and argues all criminal cases brought by appeal or writ of error to the Court of Appeals or Supreme Court; handles all appeals or proceedings if the case is decided by a single Court of Appeals judge; institutes, commences, or appears in certain civil actions or special proceedings as set forth in Wisconsin Statutes Section 978.05(6).
- B. In the Circuit Courts of Milwaukee County having jurisdiction for JUVENILE MATTERS - Represents the public's interest at the Children's Court Center for matters including children alleged to be delinquent, to have violated civil laws or ordinances, to be in need of protection or services, or who are developmentally disabled, mentally ill, alcoholic or drug dependent; initiates and defends appeals.

## OBJECTIVES

- A. Violent Crimes Courts Project
- Continue the successful operation of the Violent Crimes Courts Project which brings homicide and sexual assault cases to trial within 90 days of the issuance of criminal charges and relieves jail overcrowding.

- B. MMDEG and Speedy Trial Drug Court Project

Continue the major drug prosecution effort through the Milwaukee Metropolitan Drug Enforcement Group (MMDEG) by targeting, investigating and prosecuting major drug dealers in Milwaukee County by continuing the Community Relations Program to rid neighborhoods of drug dealers and drug houses and by continuing the Speedy Trial Drug Court Project.

- C. Termination of Parental Rights Speedy Resolution Project

Continue the joint effort with the Department of Human Services (DHS) and the State Department of Health and Family Services to continue the successful Termination of Parental Rights (TPR) Speedy Resolution Project at the Children's Court Center.

- D. CJIS, CCAP, and JIMS

Enhance the computer operations and case processing efficiency of the District Attorney's Office by successfully implementing District Attorney functions in Phase IIB of CJIS, and by supporting development of CCAP and direct access to CCAP court data for District Attorney staff. Continue the development of JIMS at the Children's Court Center to replace Juvenile JUSTIS.

- E. Effectively manage workload pressures that have resulted from increased felony, misdemeanor, traffic crimes, and juvenile filings. Felony filings, the District Attorney's most significant workload indicator, increased by 16.7%, from 6,988 to 8,157 cases in 1996, and misdemeanor traffic crimes filings increased by 2,260 cases, or 9.1%, in 1996.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DISTRICT ATTORNEY**

**UNIT NO. 4500**

**FUND: General - 010000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 6,108,531	\$ 4,058,363	\$ 6,774,647	\$ 2,716,284
Fringe Benefits	-1,243,677	3,000	0	-3,000
Services	1,412,923	1,528,688	1,936,033	407,345
Commodities	84,274	110,908	117,523	6,615
Other Charges	113	0	0	0
Capital Outlay	62,862	63,662	28,326	-35,336
Contractual Crosscharges	1,485,043	364,333	513,363	149,030
Abatements	-191,312	-148,131	-135,129	13,002
<b>Total Expenditures</b>	<b>\$ 7,718,757</b>	<b>\$ 5,980,823</b>	<b>\$ 9,234,763</b>	<b>\$ 3,253,940</b>
State & Federal Revenue	2,965,419	3,112,997	6,600,174	3,487,177
Other Direct Revenue	46,047	34,575	39,575	5,000
<b>Total Direct Revenue</b>	<b>\$ 3,011,466</b>	<b>\$ 3,147,572</b>	<b>\$ 6,639,749</b>	<b>\$ 3,492,177</b>
<b>Property Tax Levy</b>	<b>\$ 4,707,291</b>	<b>\$ 2,833,251</b>	<b>\$ 2,595,014</b>	<b>\$ -238,237</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,151,126 to \$4,984,377. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,969,586 to \$5,564,600 for a tax levy change of \$580,223.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	126.5	129.2	137.6	8.4
Overtime Hours	9,373	8,386	8,637	251
Overtime Dollars	\$120,208	\$139,484	\$143,657	\$4,173

Personal services for the District Attorney's have been reduced by \$180,704 to establish a net salary budget that is 95.75% of gross wages. For 1997, the District Attorney had a net salary budget that was 95.37% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DISTRICT ATTORNEY

**UNIT NO.** 4500

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	69.0	70.0	1.0
Paraprofessional (E)	17.0	17.0	0.0
Professional (B)	67.0	68.0	1.0
Protective Services (D)	18.0	18.0	0.0
Service/maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>Total</b>	<b>176.0</b>	<b>178.0</b>	<b>2.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions	Division	Cost of Positions
Clerk Typist 3	Create	1	Victim/Witness Services	\$ 27,037
Victim-Witness Specialist-DA	Create	1	Victim/Witness Services	32,098
			<b>TOTAL</b>	<b>\$ 59,135</b>

**BUDGET HIGHLIGHTS**

- Create One Victim/Witness Specialist-DA

One Victim/Witness Specialist position is created at a personal service cost of \$32,098 to notify and confer with victims on cases that are not charged after an arrest. Due to a change in State law, the District Attorney will be required to expand victim/witness services in 1998. Including fringe benefits, it is anticipated that State grant funding will offset approximately 70% of the cost of this position.

- Create One Clerk Typist III

One Clerk Typist III position is created at a personal service cost of \$27,037 to provide clerical support for notifying victims of crime on the status and disposition of cases. Due to a change in State law, the District Attorney will be required to expand victim/witness services in 1998. Including fringe benefits, it is anticipated that State grant funding will offset approximately 70% of the cost of this position.

- The District Attorney's budget reflects the 26 Assistant District Attorneys who elected to remain in the Milwaukee County Employee Retirement System and retained County fringe benefits when District Attorneys became State employees on January 1, 1990. In addition, there are 17 Assistant District Attorneys on the State payroll who retained County fringe benefits. The budget reflects County payments to prosecutors on the County payroll and State reimbursement for these payments and the actual County cost of fringe benefits provided to the 43 prosecutors with County fringe benefits. The tax levy effect of this budgeting change decreases levy by \$383,945. This transaction was previously accomplished by fund transfer.
- An appropriation of \$18,501 provides the 10% required match for two Assistant District Attorneys funded by the 1996 Local Law Enforcement Block Grant. One position is assigned to gang crimes prosecution and the other position expedites felony review of cases to help minimize the impact on jail populations.
- The crosscharge for the Children's Court Center space rental increases by \$161,040, to \$247,242, due to the

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500

FUND: General - 010000

larger renovated space the District Attorney now occupies.

- Computer software expenditures increase \$11,375, from \$3,000 to \$14,375, to provide funding for Sybase licenses for each workstation that requires access to the Circuit Court Automation Project (CCAP).
- An appropriation of \$15,576 is included for two replacement copy machines, \$2,550 is for a new computer workstation, and \$10,200 is for four replacement workstations in the Children's Court Center.
- Welfare fraud revenue is decreased \$40,000, to \$0, due to the State discontinuing reimbursement for welfare fraud prosecutions in 1998.

### Violent Crimes Court Project

From October 14, 1991 through August 31, 1997, the violent crimes courts completed 731 homicide cases in an average time of 97 days from initial appearance to finding of guilt or innocence. Before the project began, the average time from initial appearance to finding in homicide cases was 315 days.

The Violent Crimes Courts Project was expanded on November 2, 1993 to include felony sexual assault cases. From November 2, 1993 through August 31, 1997, the violent crimes courts completed 1,352 felony sexual assault cases in an average time of 80 days from initial appearance to finding of guilt or innocence. Before the project was expanded to include sexual assault cases, the average time from initial appearance to finding was 221 days.

### MMDEG and Speedy Trial Drug Court Project

From April 30, 1990 through August 31, 1997, this project completed 9,474 felony drug cases in an average time of 63 days from initial appearance to finding of guilt or innocence. Before the Speedy Trial Drug Court Project began, the average time from initial appearance to finding in felony drug cases was 307 days.

### Termination of Parental Rights Speedy Resolution Project

The Termination of Parental Rights Speedy Resolution Project continues to improve as parental rights to 271 children were terminated last year. There were 60 completed TPR's in 1992, 77 in 1993, 105 in 1994 and 249 in 1995. Due to State grant funding, two prosecutors, one paralegal and one secretary were added in July, 1996, which effectively doubles the staff dedicated to TPR cases.

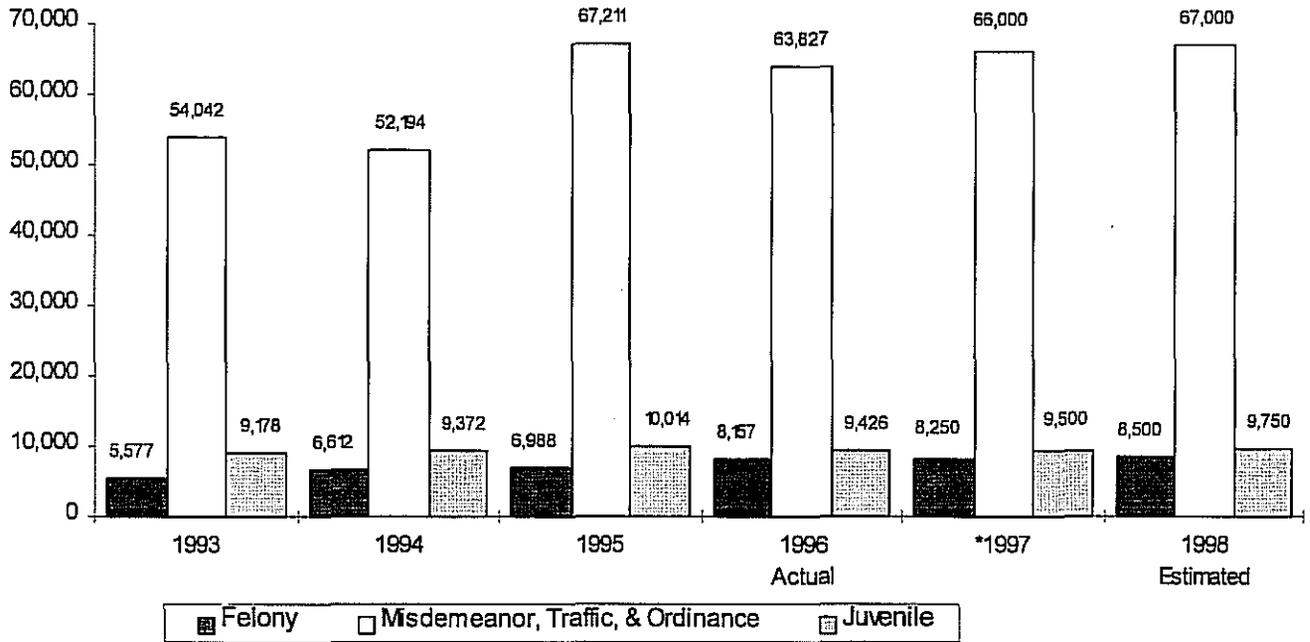
ACTIVITY & STATISTICAL SUMMARY				
Description	1996 Budget	1996 Actual	1997 Budget	1998 Budget
<u>Major Offenses Reported to Police</u>				
Violent Crimes	7,250	6,561	7,500	7,000
Property Crimes	60,000	58,243	62,000	59,000
Total Major Offenses	67,250	64,804	69,500	66,000
<u>Milwaukee County Arrests</u>				
Juvenile Arrests	28,000	32,126	28,000	33,000
Adult Arrests	90,000	92,930	90,000	95,000
Total Arrests	118,000	125,056	118,000	128,000
<u>Charges Resulting in Court Cases</u>				
Felony	7,250	8,157	8,250	8,500
Misdemeanor	17,500	18,039	17,500	19,250
Traffic (State)	8,600	9,181	8,500	9,500
County Ordinance	42,000	35,522	42,000	37,150
Juvenile Court Delinquent	7,000	5,538	6,250	5,600
CHIPS and Other	4,000	3,888	4,250	4,150
Juvenile Traffic	1,250	1,085	1,350	1,100
Total Court Cases	87,600	81,410	88,100	85,250

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DISTRICT ATTORNEY

UNIT NO. 4500  
 FUND: General - 010000

**Case Filings**





**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

**FUND:** Enterprise - 760000

**OPERATING AUTHORITY & PURPOSE**

Milwaukee County operates and maintains General Mitchell International and Lawrence J. Timmerman Field Airports by authority granted under Chapters 59 and 114 of the Wisconsin Statutes. General Mitchell International Airport provides commercial, military and general aviation services. Timmerman Field Airport is primarily for general aviation.

Under the terms of the negotiated agreement between Milwaukee County and the signatory airlines, all operating expenses of the County's Airport system are recovered through rates and charges assessed to users (terminal and land rentals, concession fees, and landing fees).

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 5,975,580	\$ 6,921,675	\$ 7,277,776	\$ 356,101
Fringe Benefits	2,454,953	0	0	0
Services	6,332,090	7,336,864	7,712,500	375,636
Commodities	1,198,677	1,392,350	1,420,350	28,000
Other Charges	7,079,268	6,155,406	7,193,751	1,038,345
Capital Outlay	1,645,189	2,318,100	1,250,400	-1,067,700
Contractual Crosscharges	7,538,969	7,580,419	6,022,394	-1,558,025
Abatements	-22,319	-20,000	0	20,000
<b>Total Expenditures</b>	<b>\$ 32,202,407</b>	<b>\$ 31,684,814</b>	<b>\$ 30,877,171</b>	<b>\$ -807,643</b>
State & Federal Revenue	-29,771	0	0	0
Other Direct Revenue	32,696,117	34,609,684	33,937,212	-672,472
<b>Total Direct Revenue</b>	<b>\$ 32,666,346</b>	<b>\$ 34,609,684</b>	<b>\$ 33,937,212</b>	<b>\$ -672,472</b>
Crosscharge Adjustment	0	2,517,760	2,475,586	-42,174
***Tax Levy per GAAP	-463,939	-2,924,870	-3,060,041	-135,171
<b>Tax Levy</b>	<b>\$ -178,191</b>	<b>\$ -407,110</b>	<b>\$ -584,455</b>	<b>\$ -177,345</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$2,517,760 to \$407,110. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$2,475,586, to \$584,455, for a tax levy change of \$177,345.

\*\*\* Fringe Benefits, the Central Service Allocation and other central crosscharges totaling \$2,475,586 are not included in this budget but are actually charged to the Airport, and thus are included in Airport user charges and revenues. The Airport tax levy of \$(584,455), which is the 1998 Airport lease payment amount to the County, includes the impact of these charges.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

**FUND:** Enterprise - 760000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
General Mitchell	Expenditure	\$ 32,040,517	\$ 31,211,842	\$ 30,469,415	\$ -742,427
International	Revenue	<u>32,443,640</u>	<u>34,379,684</u>	<u>33,707,212</u>	<u>-672,472</u>
	Tax Levy	\$ -403,123	\$ -3,167,842	\$ -3,237,797	\$ -69,955
Timmerman Field	Expenditure	\$ 161,889	\$ 472,972	\$ 407,756	\$ -65,216
	Revenue	<u>222,705</u>	<u>230,000</u>	<u>230,000</u>	<u>0</u>
	Tax Levy	\$ -60,816	\$ 242,972	\$ 177,756	\$ -65,216

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	191.8	198.1	199.8	1.7
Overtime Hours	26,126	10,000	10,000	0
Overtime Dollars	\$474,775	\$345,000	\$390,000	\$45,000

Department of Public Works-Airport Division personal services have been established at a net salary budget that is 100% of gross wages. For 1997, the Department of Public Works-Airport Division had a net salary budget that was 97.51% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	8.0	9.0	1.0
Paraprofessional (E)	1.0	1.0	0.0
Professional (B)	16.0	16.0	0.0
Protective Services (D)	32.0	32.0	0.0
Service/Maintenance (H)	92.0	92.0	0.0
Skilled Craft (G)	20.0	20.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>174.0</b>	<b>175.0</b>	<b>1.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Clerk Typist 2 (NR)	Create	1 position	Maintenance	\$ 20,929
Airport Intern	Increase hours	1500 hours	Maint & Operations	13,725
			<b>TOTAL</b>	<b>\$ 34,654</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

## OBJECTIVES

1. Continue planning for phased implementation of the Master plan as appropriate to meet achieved milestone growth, recognizing the needs of Milwaukee County, Southeastern Wisconsin, and the air transportation industry, while addressing the concerns of those persons who may be affected by Airport expansion.
2. Continue implementation of the FAR Part 150 Noise Compatibility Study (Airport Noise Study) to mitigate aircraft noise impact on surrounding communities as much as feasible in accordance with the policy and programs outlined in the Home Owners Protection Plan.
3. Continue the implementation of the Capital Improvements projects generated by the needs of the Airport.
4. Implement parking utilization management and service improvements along with continued implementation of the parking study needs recommendations and installation of an approved new Parking Revenue Control System.
5. Develop and begin phased implementation of improved information management systems, including a computer network as well as new accounting, budget, maintenance, and geographic information sub-systems.

6. Continue to operate and maintain the Airport in the most cost effective manner possible while meeting the needs of the Airport's primary customers, the airlines and the traveling public.

## DEPARTMENT DESCRIPTION

The Airport Division has essentially one program: "*Air Transportation.*" This program includes all activities necessary for the efficient, day-to-day operation of General Mitchell International (GMIA) and Timmerman Field Airports.

One of the most important changes for the 1998 Airport Budget is the \$177,345 increase in the "surplus" or repayment to the County's general fund from \$407,110 in 1997 to \$584,455 in 1998. Per the terms of the 25 year agreement with the airlines, the repayment schedule for money advanced to the Airport for the 1983-85 terminal building expansion project now results in an annual revenue flow back to the County through 2010.

Excluding unbudgeted crosscharges, the Airport's expenditure budget for 1998 is decreased \$807,643, or 2.55%, while revenues are decreased 1.94% or \$672,472. Major budget changes include a \$1,355,331 decrease in interest charges and a \$1,600,000 increase in estimated parking revenues.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

Per Passenger Benchmark Statistics							
	1992	1993	1994	1995	1996	1997 Budget	1998 Estimate
Airline Revenue	\$ 5.44	\$ 5.90	\$ 5.26	\$ 4.57	\$ 3.99	\$ 4.93	\$ 3.87
Percent Change		8.4%	-10.8%	-13.0%	-12.7%	23.5%	-21.5%
Parking Revenue	\$ 3.25	\$ 3.48	\$ 3.64	\$ 4.06	\$ 4.22	\$ 4.14	\$ 4.34
Percent Change		7.1%	4.8%	11.6%	3.8%	-1.9%	5.0%
Concession Revenue	\$ 1.80	\$ 1.73	\$ 1.78	\$ 1.95	\$ 1.91	\$ 1.83	\$ 2.00
Percent Change		-4.1%	3.0%	9.7%	-2.3%	-4.0%	9.3%
Maintenance Expense	\$ 0.87	\$ 0.95	\$ 0.70	\$ 0.88	\$ 1.06	\$ 0.97	\$ 0.84
Percent Change		9.4%	-26.3%	25.5%	20.5%	-8.3%	-13.5%
Total Debt	\$ 34.75	\$ 30.54	\$ 24.18	\$ 24.06	\$ 23.65	\$ 20.49	\$ 18.58
Percent Change		-12.1%	-20.8%	-0.5%	-1.7%	-13.4%	-9.3%
Debt Service Expense	\$ 6.31	\$ 5.89	\$ 4.73	\$ 4.63	\$ 3.48	\$ 3.10	\$ 3.12
Percent Change		-6.6%	-19.7%	-2.3%	-24.8%	-11.0%	0.8%
Labor Expense	\$ 2.99	\$ 2.98	\$ 2.70	\$ 2.89	\$ 3.08	\$ 3.08	\$ 3.15
Percent Change		-0.4%	-9.4%	7.0%	6.7%	0.0%	2.5%
Passengers Per FTE	12,370	12,793	14,874	14,328	14,859	14,646	14,500
Percent Change		3.4%	16.3%	-3.7%	3.7%	-1.4%	-1.0%

## BUDGET HIGHLIGHTS

- Personal services costs are increased a total of \$166,964, including the impact of a 3% salary increase, one new position budgeted (\$20,929) and increased airport intern hours (\$13,725).
- \$20,929 Create 1 Clerk Typist 2 (NR)  
20,929 Airline Revenue  
 \$ 0 Net Fiscal Effect

The Maintenance Department is the largest unit of the Airport Division. It is spread throughout the Airport campus and divided into five separate units: South Maintenance, Electrical, Plumbing, HVAC and Custodial. The number of employees assigned to this department is 135 and increases to 152 during the winter.

The Clerk Typist 2 (Non-Represented) would provide clerical support to the entire Maintenance Department including purchasing transactions, personnel appraisals, discipline, and union-related correspondence, including grievances.

This position would also be responsible for updating the forthcoming Local Area Network (LAN) for the Maintenance Department.

Currently the department is using a temporary help agency to assist administrative clerical staff. There are twelve managers and supervisors that are being provided clerical support by this position. As the LAN comes on line, this position will also provide administrative support for T & M transactions, drug and alcohol testing, general office records and nearly three hundred purchasing transactions per year. This position also would provide clerical back up to other departments at the Airport during periods of personnel shortages.

- \$13,725 1,500 hour increase for Airport Intern  
13,725 Airline Revenue  
 \$ 0 Net Fiscal Effect

The current intern position has been authorized for 500 hours each year and has typically been filled by students from aviation colleges who are planning a career in Airport Management. Traditionally, the Airport has filled the position for the summer months which is a relatively short period of time and does not offer the student a broad enough level of experience. It also limits the productive benefits of this position for the Airport.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

UNIT NO. 5040

FUND: Enterprise - 760000

The Airport would like to increase the internship to a full year and hire recent college graduates instead of junior or senior year students for just the summer months. This position will be assigned primarily to the areas of airport operations, maintenance and environmental compliance. Assignment of special projects and research in these areas will provide valuable hands on experience for the intern and will also provide useful work products for Airport Management.

- A \$50,000 program increase for an environmental consultant and lab testing fees of \$50,000 are included in this budget toward meeting the Wisconsin Department of Natural Resources requirement that the Airport have an effective strategy for containment of deicing glycol in place by the end of 1997. Beginning in 1998, the Airport is required to conduct extensive chemical sampling of stormwater discharge from Airport property. An environmental consultant would coordinate the review and reporting of on-going sampling and independent laboratory test results.
- In addition to the above program, consultant fees are increased a net \$81,000 for other expected needs. Projects include \$20,000 for financial planning, \$50,000 for ground transportation planning, \$50,000 for baggage claim planning, \$50,000 for HVAC planning, and \$57,000 for air service consulting.
- A \$50,000 increase is provided for a new program to contract for paging services. Airport paging services have historically been handled by the airlines. However, often times, the airlines are too busy to accommodate paging requests, or do not answer the phone because the employee is performing other duties elsewhere. Paging services are particularly needed during weather events, which is when the airlines are extremely busy with passenger requirements. At times, these events occur on evenings and weekends when the airline staffs are reduced. This budget will provide for paging service seven days per week at 16 hours per day in order to offer a proper level of customer service.
- The accounts for equipment rental and leased vehicles have a net increase of \$76,700, including \$47,500 for replacement of seven fleet vehicles (three utility vehicles, two cargo vans and two pickup trucks) and \$29,200 for specialized equipment needed mostly for short term usage on maintenance projects and parking lot operations. To reflect the first full year cost of recent leased vehicle additions, vehicle depreciation and vehicle operating expense accounts are raised by a total of \$31,000 as well.
- Fleet Maintenance costs, which are based on charges for the use of automotive equipment owned and maintained by the County's Fleet Maintenance Division, have decreased by \$149,868, from \$826,631 in 1997 to \$676,763 in 1998.
- The 1998 Interest Allocation to the Airport for bond repayments reflects a decrease of \$1,355,881, from \$4,30,471 to \$3,025,140, which is based on the recent bond refinancing interest schedules and new project completion estimates.
- The appropriations for Deprecation charges are based upon existing fixed asset schedules plus requested equipment and anticipated completion dates for various 1997 and 1998 maintenance and improvement projects. The total charge to the Airport for 1998 Depreciation (excluding leased vehicles) is estimated to increase \$333,145.
- The building material and household supply accounts are increased \$68,000 based upon experience and parts and supplies are increased \$50,000 to establish an inventory for HVAC maintenance and repair needs. A reduction of \$90,000 in the chemical deicer account, to budget this variable expense closer to average use, partially offsets these increases.
- New equipment (including computers) is budgeted at \$203,000 for 1998, a \$156,600 increase from 1997. Major items are \$95,000 for a multi-use tractor and \$35,000 for a security ID badging system.
- Replacement equipment (including computer equipment) is budgeted at \$220,000 for 1998, a net increase of \$178,300 from 1997. Major items include \$109,500 for seven large mowers and \$54,000 for an HVAC system control unit.
- General buildings and grounds maintenance accounts are decreased a total of \$20,000 primarily based upon the net effect of anticipated higher cost for services and savings from the seasonal snow crew program which allows more maintenance projects to be done in-house when crews are not needed for snow removal.
- A total of \$827,400 is included for all land improvements and building major maintenance projects in the 1998 Airport Operating budget, which is a \$1,402,600 decrease from the appropriation for 1997. This decrease is partially offset by a \$707,700 Capital Outlay-Contra account increase. Major projects include:

\$ 100,000	Runway 7R-25L Pavement Repairs
70,000	Replace Baggage & Ticketing Doorway Heaters
362,400	Joint Repair & Sealcoat Rwy 1R-19L, 7r-25L & Txwy M & R
52,000	Replace Communications System - D & E Concourses
- The appropriation for parking and ground transportation management is increased a total of \$50,000 due to higher operating costs.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040  
**FUND:** Enterprise - 760000

- Training costs are increased \$8,000 for HVAC staff training.
- Excluding Fleet Maintenance and interest charges, the crosscharges from other County departments are decreased \$52,826.
- Signatory airline revenues for security charges, terminal space rental, landing fees, apron fees, and baggage conveyor/paging system fees are decreased \$3,226,451, from \$13,494,787 for 1997 to \$10,268,336 for 1998 due primarily to the net impact of adjusting

signatory rates for prior years over/under costs recovery, the change in next years costs for operating the Airport and changes is non-airline revenues.

Revenue budgeted for other sources is increased a total of \$2,555,585 based upon experience and/or contract terms. The primary sources of this change are the \$1,600,000 increase in parking revenues, the \$450,000 increase in rental car revenues, and the \$349,190 increase in PFC revenues to offset project interest charges.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Passengers:				
Enplaned	2,593,359	2,732,965	2,900,000	2,900,000
Deplaned	<u>2,628,346</u>	<u>2,719,680</u>	<u>2,900,000</u>	<u>2,900,000</u>
Total	5,221,705	5,452,645	5,800,000	5,800,000
Revenue Landing Weight (1,000 lbs)	5,180,172	5,269,812	5,250,000	5,300,000
Air Freight (1,000 lbs)	177,489	188,293	200,000	200,000
Aircraft Operations (Takeoffs and Landings)				
Commercial	144,420	146,998	160,000	150,000
Military	5,187	5,629	5,500	5,500
General	55,174	48,336	60,000	50,000
Timmerman	<u>75,879</u>	<u>82,441</u>	<u>80,000</u>	<u>90,000</u>
Total	280,660	283,404	305,500	295,500

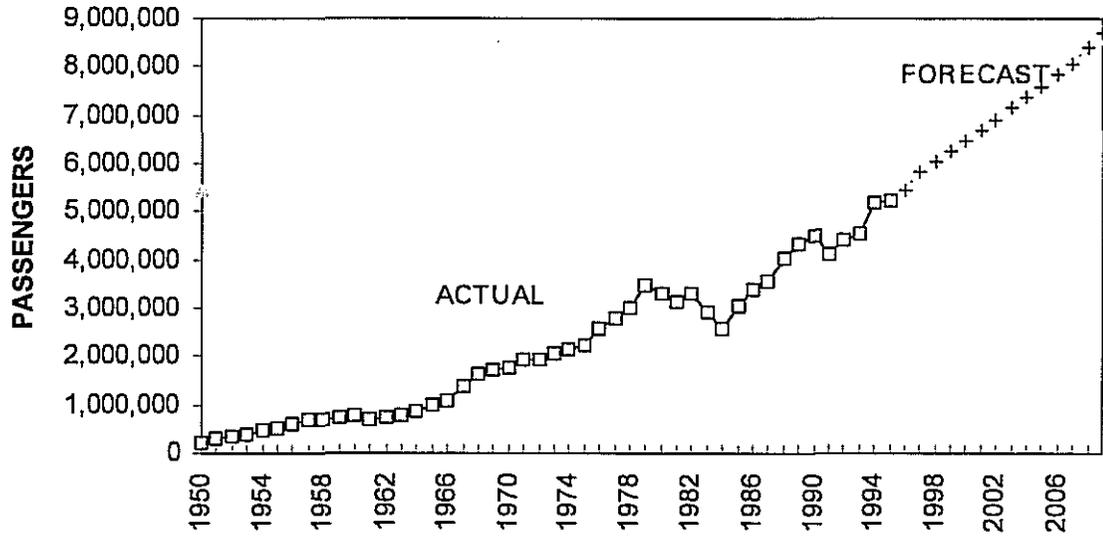
COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

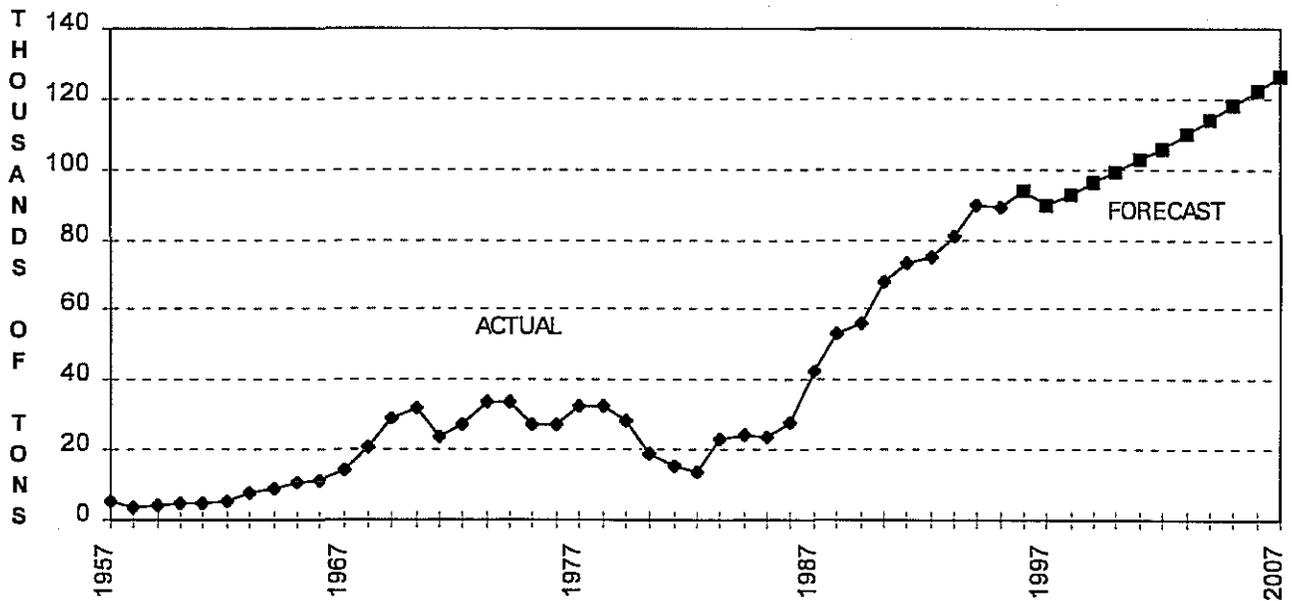
UNIT NO. 5040

FUND: Enterprise - 760000

FORECAST PASSENGERS



FORECAST AIR FREIGHT  
GENERAL MITCHELL INTERNATIONAL AIRPORT



**COUNTY EXECUTIVE'S 1998 BUDGET**

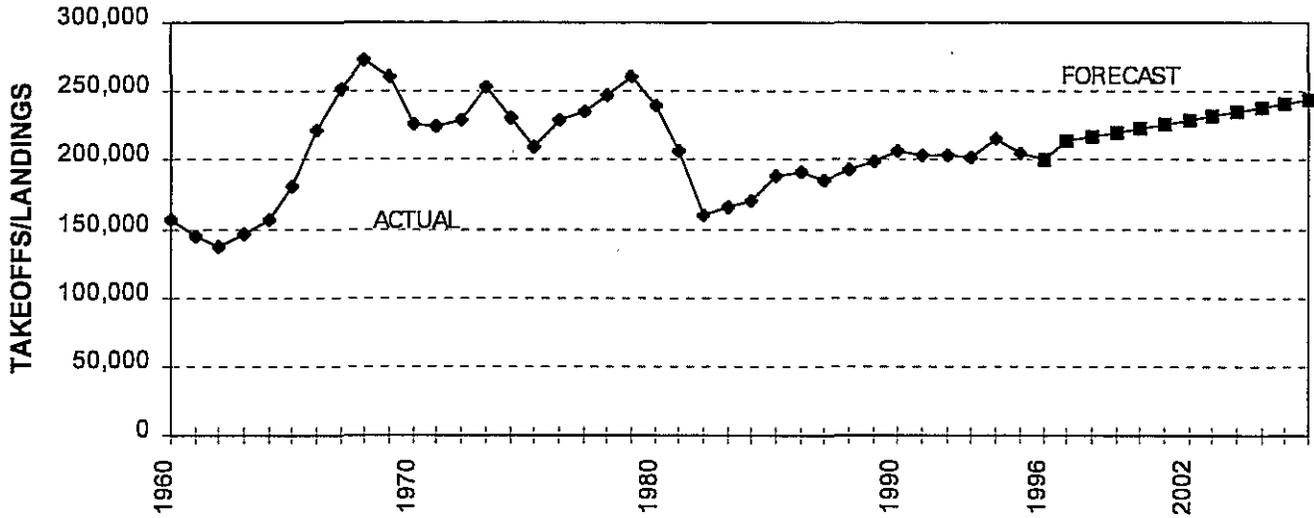
**DEPT:** DEPARTMENT OF PUBLIC WORKS - AIRPORT DIVISION

**UNIT NO.** 5040

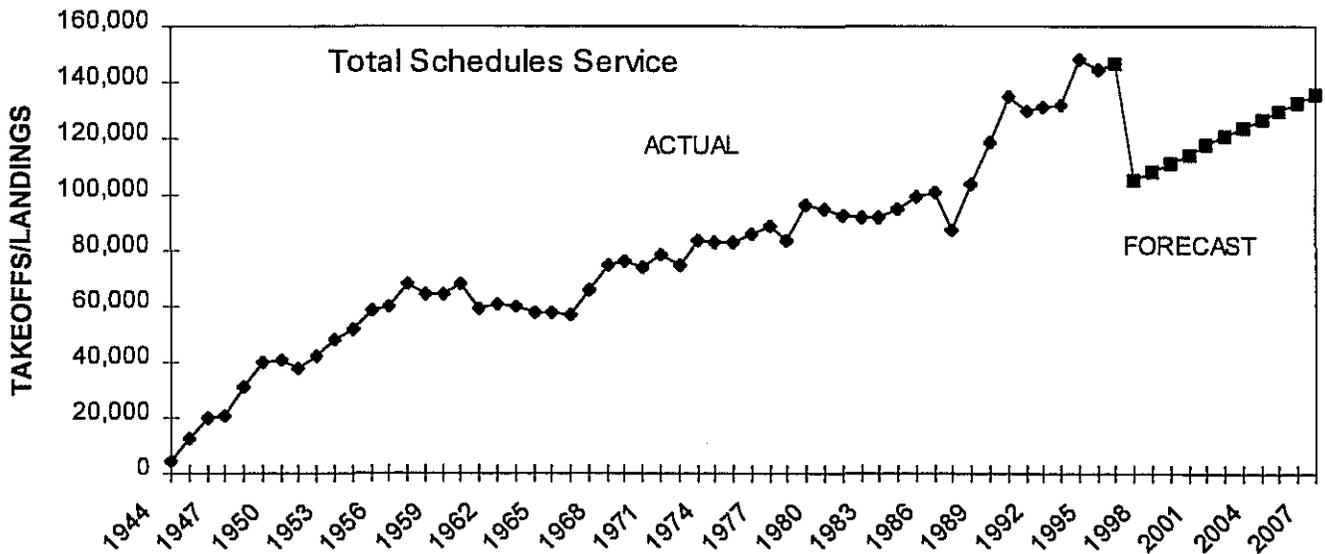
**FUND:** Enterprise - 760000

**FORECAST TOTAL OPERATIONS**

GENERAL MITCHELL INTERNATIONAL AIRPORT  
AIR CARRIER, COMMUTER, MILITARY AND GENERAL AVIATION



**AIR CARRIER AND COMMUTER FORECAST OPERATIONS**



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

## OPERATING AUTHORITY & PURPOSE

The Professional Services Division provides a broad spectrum of skilled and technical services for Milwaukee County. The Division is comprised of three sections: Architectural and Engineering Services, Environment and Energy, and Transportation Services. Through technical and professional efforts, these sections research, design, administer and implement a diverse combination of programs and projects.

### OBJECTIVES

1. To continue administering major construction projects including the House of Correction master plan, Marcus Center restoration, McKinley Marina, Bender Park Shoreline Protection, Franklin and Doyne Park Landfill Remediation.
2. To assist in the planning and design of major projects such as the Airport master plan and the Courthouse/Safety Building master plan.
3. Maintain and update the environmental issue inventory of all County facilities and perform or contract environmental audits and assessments for property being considered for foreclosure, purchase or sale.
4. Bring to closure the landfill remediation activities at Crystal Ridge (Franklin), Doyne Park and the Airport while monitoring the situation at the Stadium.
5. Develop a comprehensive multi-year plan to address transportation issues affecting Milwaukee County incorporating County Trunk Highways, the Milwaukee County Transit System, County-owned parking facilities and other transportation related facilities and programs.
6. Participate in coordination efforts related to the State's East-West Corridor Study being performed for transit improvement in the East-West Corridor.
7. Conduct a detailed pavement analysis of County highways and develop a comprehensive pavement management plan. The analysis will determine the age, condition and estimated longevity of County highways to allow for a comprehensive repair and/or replacement program.
8. Inventory existing traffic control devices located on the County Highway System and develop a comprehensive traffic control management plan.

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 3,933,345	\$ 3,892,224	\$ 4,233,891	\$ 341,667
Fringe Benefits	1,196,183	0	0	0
Services	283,659	551,351	580,296	28,945
Commodities	112,703	121,700	99,430	-22,270
Other Charges	144,505	610,576	181,490	-429,086
Capital Outlay	1,342,941	832,900	742,395	-90,505
Contractual Crosscharges	780,556	274,204	1,378,959	1,104,755
Abatements	-586,701	-408,798	-698,821	-290,023
<b>Total Expenditures</b>	<b>\$ 7,207,191</b>	<b>\$ 5,874,157</b>	<b>\$ 6,517,640</b>	<b>\$ 643,483</b>
State & Federal Revenue	384,688	304,392	209,600	-94,792
Other Direct Revenue	32,054	30,000	11,000	-19,000
<b>Total Direct Revenue</b>	<b>\$ 416,742</b>	<b>\$ 334,392</b>	<b>\$ 220,600</b>	<b>\$ -113,792</b>
Indirect Revenue	\$ 5,506,013	\$ 5,736,638	\$ 7,065,232	\$ 1,328,594
Property Tax Levy	\$ 1,284,436	\$ -196,873	\$ -768,192	\$ -571,319

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,537,332 to \$1,340,459. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$2,107,099, to \$1,338,907, for a tax levy change of \$1,552.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

**UNIT NO.** 5070

**FUND:** Internal Service - 280000

ORGANIZATIONAL COST SUMMARY					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Architectural and	Expenditure	\$ 6,329,003	\$ 5,070,341	\$ 5,805,383	\$ 735,042
Environmental Services	Abatement	591,153	421,168	677,016	255,848
	Revenue	<u>4,410,164</u>	<u>4,630,803</u>	<u>5,498,651</u>	<u>867,848</u>
	Tax Levy	\$ 1,327,686	\$ 18,370	\$ -370,284	\$ -388,654
Transportation	Expenditure	\$ 1,644,088	\$ 1,365,514	\$ 1,543,473	\$ 177,959
Services	Abatement	174,747	140,530	154,200	13,670
	Revenue	<u>1,512,591</u>	<u>1,440,227</u>	<u>1,787,181</u>	<u>346,954</u>
	Tax Levy	\$ -43,250	\$ -215,243	\$ -397,908	\$ -182,665

PERSONNEL SUMMARY				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	79.8	73.7	78.8	5.1
Overtime Hours	3,947	1,600	1,600	0
Overtime Dollars	\$63,230	\$55,199	\$55,199	\$0

Department of Public Works-Professional Services Division personal services have been reduced by \$18,946 to establish a net salary budget that is 99.51% of gross wages. For 1997, the Department of Public Works-Professional Services Division had a net salary budget that was 98.04% of gross wages.

PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	21.0	22.0	1.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	4.0	6.0	2.0
Professional (B)	26.0	27.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1.0	1.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	14.0	14.0	0.0
<b>TOTAL</b>	<b>74.0</b>	<b>78.0</b>	<b>4.0</b>

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Preventative Maintenance Program Manager	Create	1 Position	Arch. & Eng.	\$ 57,795
Facilities Planning Analyst	Transfer /DPW-FM	1 Position	Arch. & Eng.	34,034
Construction Coordinator I	Transfer /DPW-FM	1 Position	Arch. & Eng.	49,517
Student Intern	Create	640 Hrs	Transport Services	6,415
			<b>TOTAL</b>	<b>\$ 147,761</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

**UNIT NO.** 5070

**FUND:** Internal Service - 280000

**DEPARTMENT DESCRIPTION**

*Architectural Services* provides program and cost estimates for building major maintenance and capital improvement projects for other County departments. Surveys, design and plan specifications required for construction contracts are also prepared and/or administered by this section. This section conducts preventative maintenance inventories, administers competitive bidding, presents bid recommendations, monitors adherence to consultant and construction contracts, and provides management and inspection for construction projects. *Environmental Services* provides technical services on energy conservation and management and environmental issues for various County departments.

Environmental issues include asbestos abatement, underground storage tanks, PCBs, landfills, air quality, water quality, solid waste management and environmental assessments.

The *Transportation Services Section* provides transit planning and coordination, grant preparation and development and transit facility development. This section further provides traffic engineering services and plans, designs and oversees the construction of County trunk highways and bridges.

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Reduce "soft costs" charged against projects by using staff rather than consultants.	To complete projects as cost effectively as possible.	Reduce "soft costs" charged to projects from the current average of 20% of total project costs to 18%.
2.	Reduce project contingencies by utilizing DPW Facilities Management staff.	To reduce construction costs of capital projects.	Reduce project contingencies from the current aggregate of 7% of project funding to 5%.
3.	Obtain reimbursement for capital projects in a more timely manner.	To reduce the cost of borrowing funds used in capital projects done on a reimbursement basis.	Achieve a 50% decrease from the prior year in the number of invoices submitted with charges incurred more than six months prior to billing for reimbursement.
4.	Develop a County Trunk Highway Rehabilitation priority list and identify needed resources for implementation.	To assess pavement conditions for all County Trunk Highways in order to determine rehabilitation strategies and priorities.	Complete a detailed assessment of County Trunk Highways and develop priority list by December 31, 1998.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- For 1998, the department is creating a Preventative Maintenance Program which will include a Geographic Information System/Preventative Maintenance Section and the Graphics/Records Section. One position of Preventative Maintenance Program Manager is created to oversee this program. The Manager will manage and direct infrastructure support services; plan, organize, develop and implement policies and procedures for records management, the creation and utilization of the geographic information systems (GIS) and the implementation of the facility inventory and condition assessment program including development of electronically digitized drawings of all County facilities.

The GIS/Preventative Maintenance Section of the program will be staffed by a Facilities Planning Analyst and a Construction Coordinator I. These positions are being transferred from the Department of Public Works Administration/Facilities Management Division to this section with \$0 County-wide fiscal effect.

As part of this program, the Graphics/Records Section will be revised in 1998. The section will be responsible for records management including all the County's plans, design and building construction records, which were consolidated in 1997, and the records relating to the County-wide building assessment which will be in its third year in 1998. The three staff assigned to this section will continue entering the records into a data base for retrieval. This section will no longer provide graphic services for other County departments. In the past this section provided a very small, sporadic amount of graphic services for County departments. These services will be more efficiently, cost-effectively and appropriately provided by the Graphics Section of the Department of Administration Information Management Services Division in 1998.

### ARCHITECTURAL AND ENVIRONMENTAL SERVICES

- Appropriations provided to fund year three of a five year plan to complete a County-wide facility major maintenance assessment and inventory are increased by \$40,000, from \$200,000 to \$240,000. This project was authorized under County Board Resolution File No. 93-224.
- Funding of \$50,000 is provided to continue a program begun in 1996 to digitize plans of existing County buildings. The plans are used by the Architectural and Environmental Services Division and facility managers in repair and maintenance work, remodeling and master planning.

- Funding of \$25,500 will provide data processing education to Professional Services staff.
- The appropriation for Major Maintenance-Land Improvements is decreased by \$70,000, from \$660,000 in 1997 to \$590,000 for 1998. The funding will address operation and maintenance of remediation systems installed to address soil and/or water contamination at the Crystal Ridge (Franklin Landfill) site, monitoring of the Bliffert and the Winnebago Sealman sites and completion of remediation of all known underground storage tanks.
- Funding for Franklin Landfill monitoring is reduced from \$200,000 in 1997 to \$150,000 for 1998.
- The cost of insurance services is increased \$264,453 to \$283,883 due to the inclusion of \$270,000 for capital liability insurance. In the past, capital liability insurance was included in the capital budget. For 1998, this insurance is budgeted in the Professional Services Division and then charged out to the appropriate capital projects. This change in policy has no County-wide fiscal effect.
- State revenue of \$100,000 is included for a State Department of Natural Resources Local Assistance Program Grant. This amount reflects an \$80,000 reduction in State funding from the 1997 amount of \$180,000. The grant is used to offset the cost of salaries in the Environmental Section of this department.
- Funding of \$90,395 is provided for the purchase of equipment including \$9,870 for a copier, \$3,000 for a fax machine, \$9,600 for a CADD workstation, \$5,200 for CADD workstation furniture, \$17,625 for a large scale document scanner, \$8,000 for a tape backup, \$13,800 for six computer workstations, \$4,200 for two monitors, \$2,000 for a printer and \$17,100 for other miscellaneous data processing network equipment.

### TRANSPORTATION SERVICES

- One position of Engineering Student Intern is created to assist the Transit Program Development Section. The primary duty of the intern will be to prepare CADD drawings from field survey and engineering data for use in property descriptions and grading, utility, roadway and other construction projects. In addition, the intern will research engineering and transportation files to provide plans or information as requested, file engineering and transportation plans and specifications and serve on a survey crew as needed.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - PROFESSIONAL SERVICES DIVISION

UNIT NO. 5070

FUND: Internal Service - 280000

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- Appropriations of \$49,400 are provided to meet State requirements for the Digger's Hotline and to expand the Department of Public Works Geographic Information System (GIS) into the Transportation Section. The funding includes \$12,400 for hardware, \$12,000 for software and \$25,000 for consultant services for computerization of "as built plans." The GIS in this section will focus on roads and thoroughways within or adjacent to County-owned lands and will include items such as signal boxes and utilities in or on streets, highways and parkways. This system will communicate with the GIS in the Architectural and Engineering

Section which includes information on all structures located on County-owned property and the system at the Airport which includes topographical as well as structural information related to the Airport.

- Funding of \$17,000 is provided for new and replacement equipment including \$12,400 for GIS hardware, \$4,200 for two high resolution monitors and \$400 for Zipp Drives to expand the capacity of current computer hard drives.



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

The Department of Public Works-Highway Maintenance Division maintains all County trunk highways, State trunk highways and expressways. It is responsible for maintaining vacant freeway lands and the North Shore right-of-way.

**OBJECTIVES**

1. Maintain County trunk highways, expressways and State trunk highways in a manner that will provide citizens of the County with a safe, usable roadway system at a level of service acceptable to a majority of its citizens and at the lowest possible cost.
2. Resurface 10 lane miles (equivalent) of County trunk highways and expand the pavement repair program to provide extended pavement integrity on County trunk roadways.
3. Continue equipment training programs for personnel.
4. Continue maintenance of Parks roads in the areas of sweeping, striping, catch basin repairs and cleaning, minor asphalt work and bridge repairs.
5. Continue implementation of the program for dump and flow salt delivery.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997 Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 4,373,459	\$ 4,964,824	\$ 4,865,070	\$ -99,754
Fringe Benefits	1,258,844	0	0	0
Services	189,555	229,500	224,350	-5,150
Commodities	823,929	773,725	820,363	46,638
Other Charges	772	5,000	5,000	0
Capital Outlay	135,650	144,250	107,000	-37,250
Contractual Crosscharges	4,861,626	3,464,531	3,701,162	236,631
Abatements	-1,390,875	-160,000	-160,000	0
<b>Total Expenditures</b>	<b>\$ 10,252,960</b>	<b>\$ 9,421,830</b>	<b>\$ 9,562,945</b>	<b>\$ 141,115</b>
State & Federal Revenue	10,308,061	10,347,865	10,417,823	69,958
Other Direct Revenue	54,026	77,200	72,197	-5,003
<b>Total Direct Revenue</b>	<b>\$ 10,362,087</b>	<b>\$ 10,425,065</b>	<b>\$ 10,490,020</b>	<b>\$ 64,955</b>
<b>Property Tax Levy</b>	<b>\$ -109,127</b>	<b>\$ -1,003,235</b>	<b>\$ -927,075</b>	<b>\$ 76,160</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,582,371 to \$579,136. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$1,492,202, to \$565,127, for a tax levy change of \$-14,009.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100

**FUND:** General - 010000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
State Highway	Expenditure	\$ 8,727,551	\$ 7,442,306	\$ 7,583,036	\$ 140,730
Maintenance	Abatement	0	0	0	0
	Revenue	<u>8,727,551</u>	<u>8,690,796</u>	<u>8,760,383</u>	<u>69,587</u>
	Tax Levy	\$ 0	\$ -1,248,490	\$ -1,177,347	\$ 71,143
County Highway	Expenditure	\$ 1,699,710	\$ 2,139,524	\$ 2,139,909	\$ 385
Maintenance	Abatement	174,325	160,000	160,000	0
	Revenue	<u>1,634,536</u>	<u>1,734,269</u>	<u>1,729,637</u>	<u>-4,632</u>
	Tax Levy	\$ -109,151	\$ 245,255	\$ 250,272	\$ 5,017

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	135.4	136.6	130.1	-6.5
Overtime Hours	17,982	13,500	13,750	250
Overtime Dollars	\$378,837	\$321,257	\$321,254	\$-3

Department of Public Works-Highway Maintenance Division personal services have been reduced by \$206,791 to establish a net salary budget that is 95.62% of gross wages. For 1997, the Department of Public Works-Highway Maintenance Division had a net salary budget that was 98.64% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	3.0	3.0	0.0
Clerical (F)	2.0	2.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	2.0	2.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	98.0	97.0	-1.0
Skilled Craft (G)	8.0	8.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>113.0</b>	<b>112.0</b>	<b>-1.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Highway Maintenance Supervisor	Abolish	1 position	Highway Maintenance	\$ -42,932
Electrical Mechanic	Reduce Hours	2,088 to 1,044	Electrical Maintenance	-23,476
			<b>TOTAL</b>	<b>\$ -66,408</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100  
**FUND:** General - 010000

**DEPARTMENT DESCRIPTION**

The *State Highway Maintenance* program provides general and winter maintenance on the expressways and State trunk highways within Milwaukee County. The State reimbursement for this program is based on actual labor, including incidental labor costs, machinery allowances as specified in the current State Highway Maintenance Manual's actual cost provision, and material purchases authorized by the State Department of Transportation. State highway maintenance program costs are 100% offset by State reimbursement revenue.

The *County Highway Maintenance* section provides general and winter maintenance on the Milwaukee County highway system. This includes pavement repair and resurfacing, shoulder maintenance, vegetation control, safety appurtenances, road drainage, litter pickup, bridge maintenance, ice and snow control, traffic signal maintenance and highway signing and pavement marking.

**PERFORMANCE BASED BUDGET**

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Maintain the ten year county trunk highway resurfacing schedule.	To avoid major emergency county trunk highway repairs and citizen complaints about poor road conditions.	Comparison of actual resurfacing to ten year program and a reduction in citizen complaints for the resurfaced area of 10% below prior year.
2.	Provide training for Highway Maintenance Division employees.	To provide Highway Maintenance Worker's with training on traffic cone safety and grader and loader operation and to provide supervisors with training in supervision and management.	100% attendance of all Highway Maintenance Workers at traffic cone safety classes and all supervisory staff at supervision and management training. 100% attendance of appropriate Highway Maintenance Workers at grader and loader operation classes.
3.	Continue a Joint Rehabilitation Repair Program with the State of Wisconsin.	To grind and fill 15 miles of longitudinal joints on the interstate highway system under the direction of WISDOT.	A 20% reduction in the amount of pothole patching done the following winter in areas that have been rehabilitated.
4.	Increase usage of dump and flow salt trucks.	To perform the winter salting operation more efficiently as a result of having the trucks out on the road longer between stops at the yard to refill the truck with salt.	A 40% increase in the time spent salting before the truck needs to be refilled with salt and a 10% reduction in citizen complaints for the areas serviced by dump and flow salt trucks.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

UNIT NO. 5100

FUND: General - 010000

## BUDGET HIGHLIGHTS

### STATE HIGHWAY MAINTENANCE

- Personal Services costs are reduced \$99,754 and reflect a reduction of \$42,932 for the abolishment of a Highway Maintenance Supervisor position, a \$23,476 reduction in funding for one Electrical Mechanic position and a reduction of \$154,355 to reflect an increase in the number of positions anticipated to be vacant in 1998 partially offset by a \$121,009 increase for wage and step increases. The abolishment of one vacant Highway Maintenance Supervisor position is the result of the consolidation of the expressway, State trunk highway, and County trunk highway functions in the southeastern section of the County under one supervisor and one assistant supervisor. The hours of one vacant Electrical Mechanic are reduced with the expectation of filling this position only for the summer season. Reductions related to staff vacancies are increased from \$63,630 in 1997 to \$222,611 for 1998 and reflect vacancies in three full-time and ten seasonal Highway Maintenance Worker positions.
- The State reimburses the Highway Division for 100% of eligible costs associated with the State trunk highways and the freeway system. For 1998, it is estimated that \$7,583,036, or 78.9%, of the department's cost for personal services, contractual services and commodities will be dedicated to the freeway system of the State trunk highways. In addition, it is estimated that \$1,177,347 in reimbursement revenue will be received from the State to cover the employee, Central Services and other overhead costs which are related to these services provided for the State but which are centrally budgeted in another department. These amounts reflect a \$69,958 increase from 1997 due to an increase in the amount of this department's budget that will be used for State highway purposes.
- Fleet maintenance services are increased \$204,057, from \$2,576,587 to \$2,780,644, to reflect prior year experience. Risk Management charges increase \$33,778 over 1997 to \$281,285.
- Building and Roadway Materials will be \$350,000, or \$10,000 greater than 1997 for County trunk highways and \$400,000, or \$40,000 greater than 1997, for State trunk highways. The increases in the appropriations for 1998 are due to an increase in the funding provided for salt, winter chemicals and bituminous materials for repair projects on the expressway.

### COUNTY HIGHWAY MAINTENANCE

- State Transportation Aids for the maintenance of County trunk highways remain at the 1997 adopted level of \$1,657,440.
- Due to fiscal constraints, appropriations for major maintenance of County highways are decreased by \$25,000, from \$125,000 in 1997 to \$100,000 for 1998.
- Funding of \$6,000 is provided for the purchase of three trunk mounted arrow boards to follow sweepers. In the past, sweepers were followed by trucks towing lighted arrow boards. The arrow boards alerted motorists that road work was being performed and indicated that drivers could safely pass to the right or left of the maintenance vehicles. The State has recommended that the trucks following the sweepers should be equipped with attenuated (crash) cushions, which the State has purchased for the County to install. To maximize the effect of the attenuated cushions and to avoid having motorists crash into the towed arrow boards, Highway Maintenance is requesting arrow boards which can be mounted directly on the trucks rather than be towed behind.
- In 1998, the Highway Maintenance Division will continue to provide striping, bridge repair, sweeping and catch basin cleaning and repairs for selected Parks. The Parks Department in turn will maintain selected boulevards for the Highway Maintenance Division. This action allows each department to be more efficient in their specialized maintenance areas and results in a zero County-wide fiscal effect.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - HIGHWAY MAINTENANCE

**UNIT NO.** 5100

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b><u>HIGHWAY MAINTENANCE PROGRAM</u></b>				
Lane Miles (Maintenance)				
County Trunk Highways	341.06	341.06	341.06	341.06
State Trunk Highways	517.55	517.55	517.55	517.55
Expressways	<u>677.62</u>	<u>677.62</u>	<u>677.62</u>	<u>677.62</u>
Total	1,536.23	1,536.23	1,536.23	1,536.23
Acres (Grass Mowing)				
County Trunk Highways	657.67	657.67	657.67	657.67
State Trunk Highways	776.63	776.83	776.83	776.83
Expressways	<u>1,875.87</u>	<u>1,875.87</u>	<u>1,875.87</u>	<u>1,875.87</u>
Total	3,310.17	3,310.37	3,310.37	3,310.37



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

**OPERATING AUTHORITY & PURPOSE**

Under the direction of the Director of Highway and Fleet Operations, the Department of Public Works-Fleet Maintenance Division controls, supervises, and maintains all automotive equipment owned by the County. It also centrally maintains materials and parts for the Department of Health and Human Services/Grounds Maintenance Division, Department of Parks, Recreation and Culture and the Highway Division.

2. To develop written standards and a systematic schedule for replacing vehicles to avoid cost prohibitive major repairs due to high miles and age of equipment.
3. To seek Federal grant money targeted to developing use of alternative fuels.
4. To continue the use of multi-purpose fleet equipment and monitor the fleet size based on user need, adaptability and program changes.
5. To provide training for shop mechanics and support assistants to meet changes in automotive equipment technology and design change repair requirements.

**OBJECTIVES**

1. To address recommendations from the Department of Audit's March, 1996 audit of the Fleet Maintenance Division including development of an automated fuel, inventory and repair system.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 2,188,788	\$ 2,245,309	\$ 2,304,599	\$ 59,290
Fringe Benefits	646,817	0	0	0
Services	230,094	495,150	578,301	83,151
Commodities	1,813,506	1,656,647	1,770,448	113,801
Other Charges	1,577,346	1,870,165	1,641,531	-228,634
Capital Outlay	0	0	0	0
Contractual Crosscharges	1,084,564	784,392	969,432	185,040
Abatements	0	-68,851	-68,851	0
<b>Total Expenditures</b>	<b>\$ 7,541,115</b>	<b>\$ 6,982,812</b>	<b>\$ 7,195,460</b>	<b>\$ 212,648</b>
State & Federal Revenue	32,976	34,000	34,000	0
Other Direct Revenue	412,583	355,264	425,383	70,119
<b>Total Direct Revenue</b>	<b>\$ 445,559</b>	<b>\$ 389,264</b>	<b>\$ 459,383</b>	<b>\$ 70,119</b>
Indirect Revenue	7,101,506	7,510,211	7,618,878	108,667
<b>Property Tax Levy</b>	<b>\$ -5,950</b>	<b>\$ -916,663</b>	<b>\$ -882,801</b>	<b>\$ 33,862</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$916,663 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$882,801, to \$0, for a tax levy change of \$0.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	63.7	61.6	60.8	-0.8
Overtime Hours	11,058	7,075	7,075	0
Overtime Dollars	\$227,677	\$115,393	\$172,211	\$56,818

Department of Public Works-Fleet Maintenance Division personal services have been reduced by \$126,186 to establish a net salary budget that is 94.33% of gross wages. For 1997, the Department of Public Works-Fleet Maintenance Division had a net salary budget that was 98.72% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	1.0	1.0	0.0
Clerical (F)	9.0	9.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	1.0	1.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	11.0	11.0	0.0
Skilled Craft (G)	35.0	35.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>57.0</b>	<b>57.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Automotive & Equipment Mechanic	Fund	2 positions	Fleet Maintenance	\$ 96,844
			<b>TOTAL</b>	<b>\$ 96,844</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

UNIT NO. 5330

FUND: Internal Service - 300000

## PERFORMANCE BASED BUDGET

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts, however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Monitor costs associated with a 1997 pilot program to contract out preventative maintenance for fifteen vehicles and charge user departments for the actual costs associated with operating each vehicle.	To determine what data and methodology is required to charge departments for actual costs associated with a specific vehicle under a new Fleet Management system. At the present time, departments are charged average costs by vehicle class which does not give departments an incentive to take good care of the vehicle assigned to their individual department.	Completion of a report analyzing the data collected after one year of monitoring the fifteen vehicles.
2.	Develop written policy standards for when vehicles should be retired.	To identify which vehicles should be retired to avoid major repairs due to high miles and age of equipment.	Identify and prepare a report of vehicles which should be retired for consideration during the 1999 budget development process.
3.	Increase the number of vehicles receiving regular preventative maintenance service.	To reduce County expenditures for major motor vehicle repairs.	A 10% increase in the number of vehicles receiving preventative maintenance service at least three times per year.
4.	Provide training in current automotive technology for all mechanics in 1998.	To ensure that Fleet technicians keep pace with manufacturer's changes to vehicle operating requirements.	100% attendance by all mechanics at training sessions in 1998.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

## BUDGET HIGHLIGHTS

- In 1998, new and replacement Fleet Equipment is budgeted in Capital Improvements Budget (Org. 1858). The replacement equipment will be utilized primarily by the Parks, Sheriff, and Highway Departments and the DPW-Facilities Management Division. All departments receiving replacement equipment will be required to turn in the used equipment so that the Fleet Division total equipment stock does not exceed 1997 totals.
- Two vacant positions of Automotive and Equipment Mechanic which were unfunded in 1997 are funded for 1998, however, the \$96,844 cost of these positions is entirely offset by a \$99,680 increase, from \$26,506 to \$126,186, in the salary deduction for employee turnover. Moving the positions from the "unfunded" status to the "funded" status gives the department the flexibility to fill these positions and achieve personnel savings from holding other positions vacant if it would be more beneficial to the department's operations.
- The 1997 Adopted Budget included an initiative to have the Department of Administration-Procurement Division work with the Fleet Maintenance Division to develop a Request for Proposals to contract out preventative maintenance services for passenger cars and small trucks purchased in 1997. Since development of the RFP has taken most of 1997, the initiative will be carried over and applied to passenger cars and small trucks purchased in 1998.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

UNIT NO. 5330

FUND: Internal Service - 300000

- For 1998, funding for motor vehicle parts and supplies is increased \$95,661 and is comprised of \$1,489,433 in the motor vehicle operation account and \$209,695 in the sundry materials and supplies account for a total of \$1,699,128. As shown in the chart below, \$925,662 of this funding is earmarked for fuel purchases.
- The flexibility to expand, modify and reallocate major maintenance projects and equipment purchases while remaining within the total appropriation is continued in 1998. Quarterly reports shall be submitted to the Transportation and Finance Committees on any changes or substitutions.
- Depreciation charges for Fleet equipment are reduced \$250,000, from \$1,676,316 to \$1,426,316, as a result of less replacement equipment purchases made over the past few years.
- Policy changes adopted by the County in past years have resulted in two major expenditure increases in this budget. These increases include a \$241,578 increase for bond interest, from \$97,796 to \$339,374, resulting from the use of bond funding for fleet vehicle acquisition and a \$61,668 increase, from \$249,058 to \$310,726, for heat provided by WEPCO as a result of the sale of the Power Plant.
- An initiative begun in 1996 to discontinue the practice of allowing departments to purchase County fleet equipment which is declared surplus at the conclusion of its useful life is continued in 1998.

<b>FUEL PRICING AND PURCHASES</b>					
Fuel Purchases make up a major portion of the Fleet Maintenance Budget for Commodities.					
	1994 Actual	1995 Actual	1996 Actual	1997 Budget	1998 Budget
<b>Lead Free - Gallons</b>	635,945	586,757	566,531	489,000	538,000
Price	\$0.79	\$0.86	\$0.95	\$1.05	\$1.01
Purchase	\$502,397	\$504,611	\$538,204	\$513,450	\$543,380
<b>Diesel #2 - Gallons</b>	281,329	251,117	285,143	140,000	318,000
Price	\$0.79	\$0.78	\$0.91	\$1.03	\$0.98
Purchase	\$222,250	\$195,871	\$259,480	\$144,200	\$311,640
<b>Diesel #1 - Gallons</b>	122,660	61,753	55,397	70,000	67,000
Price	\$0.94	\$0.83	\$0.96	\$1.03	\$1.05
Purchase	\$115,300	\$51,255	\$53,181	\$72,100	\$70,350
<b>Natural Gas - Gallons</b>	17	0	400	400	400
Price	\$0.68	\$0.73	\$0.73	\$0.73	\$0.73
Purchase	\$12	\$0	\$292	\$292	\$292
<b>Total Gallons Used Per Year</b>	1,039,951	899,627	907,471	699,400	923,400
<b>Total Fuel Purchased Per Year</b>	\$839,959	\$751,737	\$851,157	\$730,042	\$925,662

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS - FLEET MAINTENANCE

**UNIT NO.** 5330

**FUND:** Internal Service - 300000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Ambulance (Miles)	1,000	766	1,800	800
Highway Patrol (Miles)	2,100,500	2,108,876	1,972,800	2,105,600
Other Cars (Miles)	1,220,300	1,055,780	994,100	1,063,100
Trucks (Miles)	3,461,600	3,247,899	3,401,400	3,295,000
Motorcycles (Miles)	15,500	19,623	16,900	20,000
Fire Trucks (Miles)	6,500	5,441	5,900	5,500
Other Equipment (Miles)	<u>64,600</u>	<u>64,582</u>	<u>58,000</u>	<u>60,000</u>
Total (Miles)	6,870,000	6,502,967	6,450,900	6,550,000
Repair Orders Written	13,200	12,191	11,300	12,000
Accident Repair Orders	<u>235</u>	<u>221</u>	<u>150</u>	<u>200</u>
Total Repairs	13,435	12,412	11,450	12,200



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM

UNIT NO. 5600

FUND: Enterprise - 830000

## OPERATING AUTHORITY & PURPOSE

Milwaukee Transport Services, Inc., is a private, non-profit corporation which manages and operates the public mass transit service, under contract, for Milwaukee County. The corporation uses facilities which are owned by Milwaukee County. This corporation is assisted by personnel from the Professional Services Division of Milwaukee County, which provides staff for various Transit-related studies, the necessary activities involved in processing State and Federal grant applications, and the acquisition of capital needs.

3. Continue to maximize non-traditional revenue sources (pass programs, public/private partnerships, grants).
4. Work with Milwaukee County residents, business, and elected officials to develop an implementation plan for transit services for the next five years.
5. Continue to focus on maintenance activities to provide clean, well maintained buses.
6. Achieve a system-wide average of 3,200 miles between chargeable road calls.
7. Increase community support for transit services by interacting with citizen and community groups.
8. Update a fleet and facilities maintenance plan.

## OBJECTIVES

1. Continue to work with the County Executive and other elected officials to secure a non-property tax based funding source for transit operations.
2. Continue to work toward the stabilization and growth of transit services in the Milwaukee area.

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Services	\$ 391,218	\$ 306,300	\$ 318,220	\$ 11,920
Commodities	456,752	520,000	540,000	20,000
Transit Operations	88,088,382	90,396,688	94,525,701	4,129,013
Other Charges	2,164,009	3,013,533	1,238,950	-1,774,583
Capital Outlay	1,305,422	1,628,590	1,491,350	-137,240
Contractual Crosscharges	1,576,853	1,473,186	1,478,397	5,211
<b>Total Expenditures</b>	<b>\$ 93,982,636</b>	<b>\$ 97,338,297</b>	<b>\$ 99,592,618</b>	<b>\$ 2,254,321</b>
State & Federal Revenue	45,074,167	47,320,460	50,265,394	2,944,934
Other Direct Revenue	199,170	557,500	137,500	-420,000
Transit Revenues	36,057,974	35,843,000	36,479,500	636,500
<b>Total Revenues</b>	<b>\$ 81,331,311</b>	<b>\$ 83,720,960</b>	<b>\$ 86,882,394</b>	<b>\$ 3,161,434</b>
Property Tax Levy	\$ 12,651,325	\$ 13,617,337	\$ 12,710,224	\$ -907,113

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation and IMSD crosscharges in the 1997 budget would increase tax levy by \$597,426 to \$14,214,763. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$490,051, to \$13,200,275, for a tax levy change of \$-1,014,488.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**

**FUND: Enterprise - 830000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Transit Operations	Expenditure	\$ 88,088,382	\$ 90,396,688	\$ 94,525,701	\$ 4,129,013
	Revenue	<u>36,057,974</u>	<u>35,843,000</u>	<u>36,479,500</u>	<u>636,500</u>
	Tax Levy	\$ 52,030,408	\$ 54,553,688	\$ 58,046,201	\$ 3,492,513
Transit Policy and Capital Acquisition	Expenditure	\$ 5,894,254	\$ 6,941,609	\$ 5,066,917	\$ -1,874,692
	Revenue	<u>45,273,337</u>	<u>47,877,960</u>	<u>50,402,894</u>	<u>2,524,934</u>
	Tax Levy	\$ -39,379,083	\$ -40,936,351	\$ -45,335,977	\$ -4,399,626

**DEPARTMENT DESCRIPTION**

The *Transit Operations Program* includes all activities necessary for the efficient, day-to-day management and operation of the Milwaukee County Transit System by Milwaukee Transport Services, Inc., a private nonprofit corporation under contract with Milwaukee County. The corporation consists of a Managing Director and a Deputy Director. The workforce totals approximately 1,435 employees who are assigned to four major divisions: Administration, Finance, Operations and Marketing.

The *Transit Policy and Capital Acquisition* program is staffed by five positions in the Transit Section of the Transportation Division and is responsible for all studies related to Transit planning, and the replacement and acquisition of Transit capital assets. In addition, this program develops and submits grant applications and administers all approved State and Federal grants.

<b>PERFORMANCE BASED BUDGET</b>			
For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The Department will meet the following performance standards and comply with all County rules and regulations that apply to its operation.			
		<i>Objective</i>	<i>Performance Measurement</i>
1.	Maintain and enhance system attractiveness.	To increase ridership by providing well designed services with clean and well maintained equipment.	3.7% increase in ridership from previous year.
2.	To continue innovative partnerships with the business and educational community in Milwaukee County.	To expand Commuter Value Pass program by the end of 1998.	Enroll 2,500 commuters in program by year end.
3.	Minimize graffiti by fitting all buses with replaceable window liners.	To make buses more attractive to contribute to the goal of increasing ridership.	Installation of replaceable window liners from the rear door back in all buses by the end of 1998.
4.	Intensify the employee safety training program for the Maintenance Department.	To decrease Maintenance Department employee injuries.	Decrease Maintenance Department employee injuries by 5% from prior year.
5.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

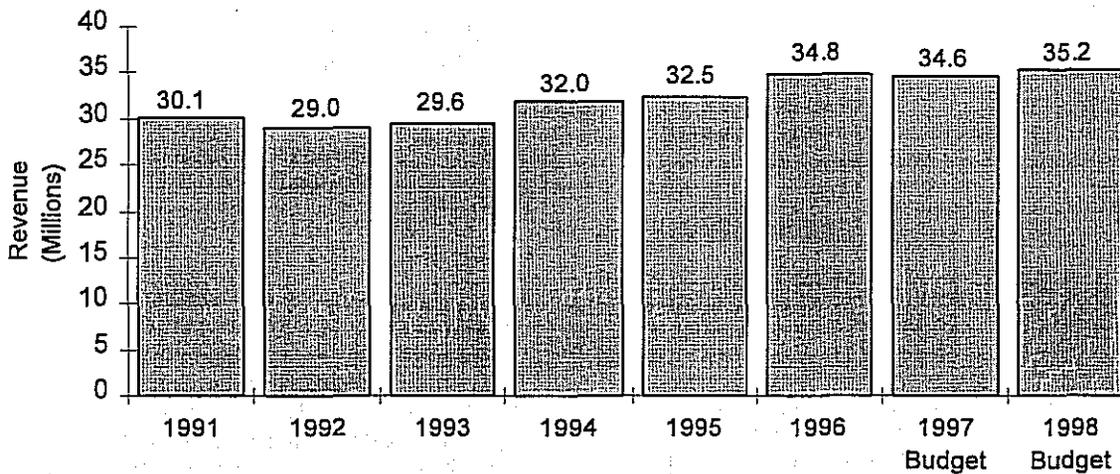
COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM

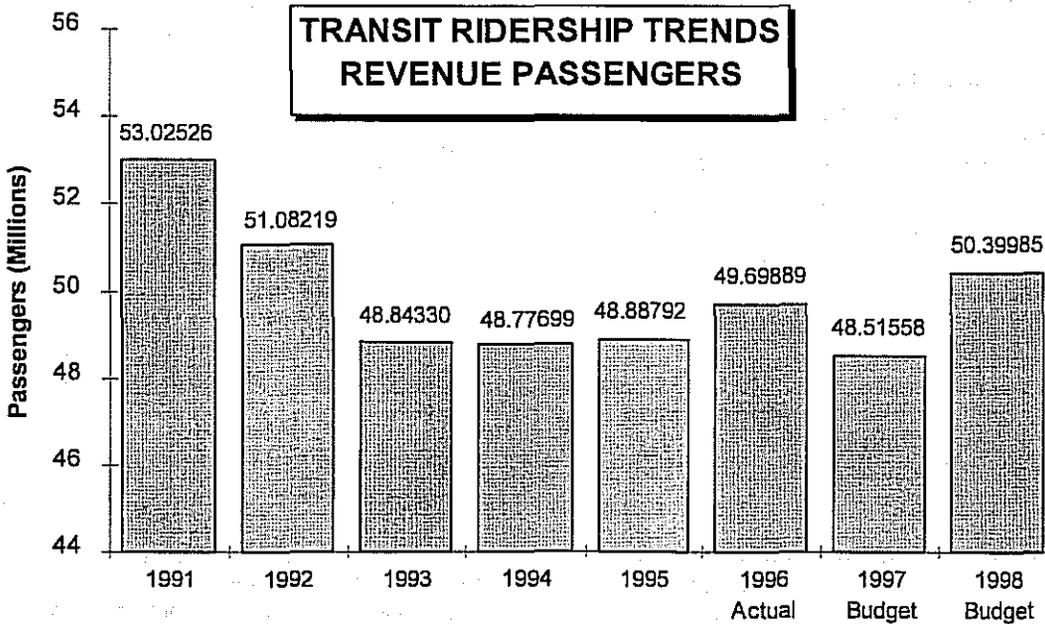
UNIT NO. 5600

FUND: Enterprise - 830000

**TRANSIT PASSENGER REVENUE**



**TRANSIT RIDERSHIP TRENDS  
REVENUE PASSENGERS**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**

**FUND: Enterprise - 830000**

**BUDGET HIGHLIGHTS**

**Transit Operations**

- There are no fare increases budgeted for 1998.
- The 1998 budget includes the following service increases:

Route	Service Increase
Oak Creek Industrial Park Shuttle	New Route
Route 19 (M.L. King - S. 13th St.)	Extension to 10th & Rawson
Franklin Industrial Park Shuttle	New Route
Route 27 (27th St.)	Extension to Wal-Mart
Route 8 (Quad/Graphics - Sussex/Pewaukee)	Continue Service
Route 6 (Quad/Graphics - West Allis/New Berlin)	Continue Service
Route 12 (12th & Wisconsin)	Extension to Brown Deer Rd.
Route 62 (Capitol Drive)	Late Night Weekend Service to 124th St.
Route 102 (West Loop Shuttle)	Late Night Service

- In 1997, approximately 1,079 hours of service were provided to the Downtown trolley loop at a cost of \$65,478. The service was funded by \$52,382 in CMAQ revenue, \$6,519 in farebox revenue and a \$6,577 contribution from the Westown Association. This service is continued in 1998.
- A corporate transit pass program for County employees initiated in 1997 is also continued in 1998. Funding of \$190,000 is included in the Fringe Benefits (Org. 1950) budget.
- Transit Revenue for 1998 is projected to increase \$636,500, from \$35,843,000 to \$36,479,500, due to an increase in ridership and passengers are anticipated to increase by 1,884,269, to 50,399,850, for 1998. Most of the ridership increase is attributable to the implementation of employee pass programs and service increases.

- Employee service costs increase \$4,214,078, from \$77,153,843 to \$81,367,921. This increase is primarily due to wage increases and increases for medical insurance and added services.
- Fuel costs are projected at \$2,806,600, which is a decrease of \$158,189 from 1997 and is based on 4,252,497 gallons of fuel at 66 cents per gallon. The 1997 Adopted Budget of \$2,964,789 was based on 4,592,043 gallons of fuel at 64.56 cents per gallon. The reduction in fuel usage is the result of the acquisition of fuel efficient replacement buses in the past few years.
- Federal operating assistance revenues are decreased by \$1,008,750, from \$1,871,250 to \$862,500 to reflect revenue reductions included in the Federal Budget. It is anticipated that this reduction in operating assistance revenues will be entirely offset by an increase in federal reimbursement for eligible annual vehicle maintenance operating costs. Effective April 1, 1996, the Federal Transit Administration implemented a new policy allowing 20% of total annual vehicle maintenance operating costs to be considered an eligible capital cost. Due to an expansion of the criteria for costs eligible to be reimbursed under this program for 1998, it is anticipated that revenues from this source will be increased by \$1,452,500, from \$2,400,000 in 1997 to \$3,852,500 for 1998.
- Replacement of major bus parts (i.e., transmissions and engines) is decreased \$285,000, from \$515,000 to \$230,000.
- State Mass Transit Operating Assistance revenues increase by \$3,850,974, from \$40,114,340 in 1997 to \$43,965,314. Prior to 1997, this operating assistance was based on a percentage of eligible expenses. In 1997, the State began providing a sum certain appropriation. The amount budgeted for 1998 includes a 9.6% increase over 1997 reflecting actions taken in the State Assembly during deliberation of the State's 1997-1999 Biennium Budget, which actions are anticipated to be included in the final adopted State budget.
- Equipment and Major Maintenance appropriations of \$514,050 include \$100,000 for unprogrammed maintenance, \$35,000 for Downtown Transit Center maintenance, \$25,000 to replace an automatic gate at the Fiebrantz Garage, \$120,000 for fuel system upgrades, \$70,450 for two fork lifts, \$54,900 for a bus shelter cleaning van and a mini van for the maintenance operation, \$31,000 for a postage metering and barcode system, \$14,700 for three smoke eaters for the garages, \$27,000 for a stock picker and \$36,000 for new DP equipment including a notebook computer and a document imaging system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY TRANSIT SYSTEM**

**UNIT NO. 5600**  
**FUND: Enterprise - 830000**

**Transit Policy and Capital Acquisition**

- Employer Trip Reduction Response routes will be funded in 1998 with no tax levy through grant carryovers, fares and employer contributions.
- Funding for a marketing campaign to promote transit in Southeastern Wisconsin begun in 1996 will not be required in 1998 resulting in a \$1,640,000 reduction in expenditures which is entirely offset by elimination of a \$1,200,000 CMAQ grant and \$440,000 in other

reimbursement revenue. The program will be continued in 1998 with grant funds carried over from previous years.

- Tire leasing costs for Milwaukee County Transit System buses will increase \$20,000, from \$520,000 to \$540,000, in 1998.
- The Transit Services Division is directed to adhere to Administrative Procedures 4.05 and 4.11 where applicable to substitution and reallocation of major maintenance projects and equipment purchases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Buses Assigned	536	553	501	532
Buses Operated	421	421	406	436
Bus Miles	18,640,775	18,804,539	18,643,527	18,923,612
Revenue Passengers	47,925,388	49,698,882	48,515,581	50,399,850
Cost Per Mile	\$ 4.7037	\$ 4.7227	\$ 4.8567	\$ 4.9951
Revenue Per Revenue Passenger	\$ 0.7161	\$ 0.7006	\$ 0.7170	\$ 0.6990
Revenue Per Mile	\$ 1.8786	\$ 1.9175	\$ 1.9225	\$ 1.9277
Farebox Recovery Ratio (Proportion of Operating Cost Paid by Transit Revenue)	39.94%	39.53%	39.59%	38.59%

**BUS FARES**

	<u>1994</u>	<u>1995</u>	<u>1995</u>	<u>1998</u>
		Jan 1- June 30	July 1 - Dec 31	1996 through
Adult Cash	\$1.25	\$1.25	\$ 1.25	\$ 1.35
Adult Weekly Pass	\$9.25	\$9.25	\$10.00	\$10.50
Children Ages 6 to 11	\$ .60	\$ .60	\$ .60	\$ .65
Children Ticket (10)	\$6.00	\$6.00	\$ 6.00	\$ 6.50
Senior Citizens and Handicapped	\$ .60	\$ .60	\$ .60	\$ .65
Senior/Handicapped Ticket (10)	\$6.00	\$6.00	\$ 6.00	\$ 6.50
Students with Permit	\$ .90	\$ .90	\$ .90	\$ 1.00
Students Weekly/Ticket (10)	\$8.50	\$8.50	\$ 8.50	\$ 9.00
Freeway Flyers	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25	Applicable Fare Plus \$.25
Flyers Ticket (10)	\$11.75	\$11.75	\$12.50	\$13.00



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

**OPERATING AUTHORITY & PURPOSE**

The Administration and Facilities Management Division provides administrative and management support to the divisions within the Department of Public Works as well as quality and cost effective property management, tenant services and maintenance and skilled trades services to the

various private entities and County departments occupying space within the Courthouse and County Grounds Complexes. The department also provides maintenance and skilled trades services to other County Departments.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 8,616,434	\$ 9,472,993	\$ 9,184,553	\$ -288,440
Fringe Benefits	2,538,231	0	0	0
Services	4,957,366	5,953,204	6,183,031	229,827
Commodities	865,088	768,728	791,535	22,807
Other Charges	3,920,464	4,050,054	3,927,536	-122,518
Capital Outlay	537,509	707,520	1,042,800	335,280
Contractual Crosscharges	6,479,295	11,348,921	10,862,442	-486,479
Abatements	-3,914,271	-9,671,144	-9,474,201	196,943
<b>Total Expenditures</b>	<b>\$ 24,000,116</b>	<b>\$ 22,630,276</b>	<b>\$ 22,517,696</b>	<b>\$ -112,580</b>
Other Direct Revenue	9,279,571	4,947,545	5,115,722	168,177
Indirect Revenue	5,594,827	4,321,925	4,250,458	-71,467
<b>Property Tax Levy</b>	<b>\$ 9,125,718</b>	<b>\$ 13,360,806</b>	<b>\$ 13,151,516</b>	<b>\$ -209,290</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges and Courthouse space rental revenue.

\*\* The 1997 and 1998 budgets exclude various crosscharges and Courthouse space rental revenue. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$3,296,735 to \$16,657,541. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$2,956,552 to \$16,108,068. The addition of \$7,649,695 in Courthouse space rental revenue to 1997 and 1998 results in net tax levy of \$9,007,846 for 1997 and \$8,458,373 for 1998 for a net tax levy change of \$-549,473.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700  
**FUND:** Internal Service - 310000

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Director's Office	Expenditure	\$ 757,460	\$ 847,798	\$ 933,543	\$ 85,745
	Abatement	234,299	536,404	535,309	-1,095
	Revenue	<u>511,906</u>	<u>478,792</u>	<u>543,056</u>	<u>64,264</u>
	Tax Levy	\$ 11,255	\$ -167,398	\$ -144,822	\$ 22,576
Maintenance Operations	Expenditure	\$ 19,558,928	\$ 10,409,802	\$ 10,181,636	\$ -228,166
	Abatement	1,737,002	7,959,972	8,078,990	119,018
	Revenue	<u>9,427,526</u>	<u>2,815,207</u>	<u>2,751,293</u>	<u>-63,914</u>
	Tax Levy	\$ 8,394,400	\$ -365,377	\$ -648,647	\$ -283,270
Management Services	Expenditure	\$ 6,864,487	\$ 20,561,714	\$ 20,359,916	\$ -201,798
	Abatement	1,572,091	1,056,387	723,301	-333,086
	Revenue	<u>4,610,870</u>	<u>5,735,181</u>	<u>5,806,282</u>	<u>71,101</u>
	Tax Levy	\$ 681,526	\$ 13,770,146	\$ 13,830,333	\$ 60,187
Disadvantaged Business Development	Expenditure	\$ 777,898	\$ 576,826	\$ 593,602	\$ 16,776
	Abatement	415,265	213,101	213,401	300
	Revenue	<u>324,096</u>	<u>240,290</u>	<u>265,549</u>	<u>25,259</u>
	Tax Levy	\$ 38,537	\$ 123,435	\$ 114,652	\$ -8,783

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	261.1	238.1	234.9	-3.2
Overtime Hours	14,512.9	6,978	6,978	0
Overtime Dollars	\$224,360	\$190,693	\$190,693	\$0

Personal services for the Department of Public Works-Administration and Facilities Management Division have been reduced by \$950,353 to establish a net salary budget that is 89.79% of gross wages. For 1997, this Department had a net salary budget that was 90.34% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	16.0	16.0	0.0
Clerical (F)	19.0	19.0	0.0
Paraprofessional (E)	2.0	1.0	-1.0
Professional (B)	10.0	9.0	-1.0
Protective Services (D)	29.0	29.0	0.0
Service/Maintenance (H)	93.0	93.0	0.0
Skilled Craft (G)	70.0	70.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>239.0</b>	<b>237.0</b>	<b>-2.0</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

<b>PERSONNEL CHANGES</b> (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Sheet Metal Worker	Create	1 position	Maintenance Operations	\$ 48,063
Facilities Planning Analyst	Transfer to Professional Services	1 position	Maintenance Operations	\$ -34,034
Construction Coordinator I	Transfer to Professional Services	1 position	Maintenance Operations	\$ -49,517
			<b>TOTAL</b>	<b>\$ -35,488</b>

**DEPARTMENT DESCRIPTION**

The **Director's Office** is responsible for the management of the Department of Public Works. Administrative functions include establishment and implementation of departmental policy and procedures, personnel administration, accounting and budgeting, and general public information services. For 1998, the management services administrative functions are merged with the Director's office.

The **Maintenance Operations** section is responsible for buildings, grounds and mechanical systems for all facilities under the stewardship of the Administration and Facilities Management Division. Functions include daily custodial and repair services, security, mail services, grounds care and snow removal, provision of centralized electrical, mechanical and engineering services as well as maintenance of the utilities distribution systems.

The **Management Services** section is responsible for property management and lease administration functions for all land and buildings under the stewardship of the Administration and Facilities Division. Functions include management of land and building leases for all Courthouse, Jail, Safety Building, and St. Anthony's tenants. This unit also provides land-use, facilities and space planning and

development services, acts as a liaison between the County and major tenants such as the Regional Medical Center, Research Park and WEPCO and manages the County-operated electrical utility as well as the cost distribution for water and sanitary and storm sewers. This unit is a primary customer of the Maintenance Operations division. For 1998, all accounting, budget and administrative staff and functions are budgeted in the Director's office. This Section reflects only those costs directly related to property management and tenant services.

The **Disadvantaged Business Development** section is responsible for the activities related to promoting successful growth of disadvantaged, minority and women-owned businesses. Specific responsibilities include contract compliance monitoring as well as policy implementation to ensure that County procurement of contractors and suppliers complies with Federal and County DBD requirements, administering revolving loan accounts to provide short-term assistance to qualifying DBD firms, developing various DBD seminars on effective business operations and coordinating the County's efforts in implementation of the Joint Certification Program.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

UNIT NO. 5700

FUND: Internal Service - 310000

## PERFORMANCE BASED BUDGET

In 1997, this Department worked with the Department of Administration to develop a performance based budget. The 1997 budget included appropriations in line item accounts, however, the Department was given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority was granted for the Department to make expenditures from any account series as long as the department did not exceed the tax levy appropriation included in the adopted budget. The Department was required to meet performance standards and to comply with all County rules and regulation. In addition, the department will submit a report to the Finance and Audit Committee on the status of the 1997 initiatives in October 1997. The Department has elected to continue operating under a Performance Based Budget and will meet the following performance measurements for 1998:

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Complete Phase I of a three phase initiative to evaluate internal budgeting and accounting procedures.	To standardize the methodology and coordinate the functions of fiscal reporting, invoicing, processing of payments, receipts and journal vouchers, reconciliations, etc. by providing clear guidelines which facilitate the accounting and budgeting process, recognize the unique needs of individual work units, yet enhances productivity, timeliness and internal controls.	Complete Phase I of three phases which include: I. A complete review of existing policies and practices which identifies strengths and weaknesses. II. Documentation of existing practices/ procedures and development and documentation of policies and procedures which address problem areas. III. Implement policy and procedural changes through training.
2.	Develop a Facilities Planning Work Group to evaluate County-wide space requirements as well as current and anticipated facility vacancies.	In light of changing operational and program requirements for various County entities, determine the best match of existing vacant facilities or soon to be vacant facilities with space requirements of both County and non-County entities. The Work Group would formulate major issues, alternatives, and recommendations for review by the County Executive and County Board.	Completion of a draft report by July 1, 1998.
3.	Reduce use of Time and Material Contractors.	Achieve cost saving by performing work "in-house" thereby avoiding contractor mark-ups.	30% decrease from the 1997 goal of 50% reduction in the use of T & M contractors from 110 in 1996 to 77 in 1998.
4.	Study the programmatic and fiscal impact of consolidating the DBD and JCP functions.	Given that the City of Milwaukee and the Metropolitan Milwaukee Sewerage District have elected to discontinue membership in the Joint Program Management Council through non-payment of equal contributions toward the program's operating cost, a consolidation may allow sharing resources to reduce overall costs and/or create other operating efficiencies.	Completion of a feasibility study which identifies program impacts, cost savings and other efficiencies by March 1, 1998.
5.	Remain within appropriations budgeted in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year end.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

UNIT NO. 5700  
FUND: Internal Service - 310000

## BUDGET HIGHLIGHTS

### DEPARTMENTAL

- Major Maintenance funding for 1997 includes \$210,050 for Time and Material contracts and \$966,000 for work performed by DPW staff for a total of \$1,176,050. This amount reflects a \$213,200 increase over the 1997 appropriations. The 1998 funding increases appropriations for work to be done by DPW staff from \$562,800 to \$966,000 and reduces work to be performed by Time and Material contracts from \$400,050 to \$210,050. The reduction in funding for Time and Material contracts reflects successful implementation of a 1997 Performance Measurement to reduce the use of Time and Material contracts.
- Utility costs are decreased \$321,908, from \$6,508,832 to \$6,186,924, primarily due to the elimination of \$177,000 of utility costs related to City Campus. The remaining reduction of \$144,908 reflects a \$104,911 decrease in Power Plant electricity and a \$150,000 decrease in electricity from the Wisconsin Electric Power Company partially offset by a \$122,138 increase for heat from WEPCO.
- County-wide expenditures are reduced \$334,000 to reflect the anticipated sale of City Campus. These expenditures include \$177,000 for Utilities, \$4,000 for Major Maintenance and \$153,000 for personnel related costs including fringe benefits.
- An appropriation of \$785,000 is continued for fire services purchased from the City of Wauwatosa.
- For 1998, all accounting, budget and administrative staff and functions formerly budgeted in the Management Services Section of the Department of Public Works Administration and Facilities Management Division are budgeted in the Director's office.

### DIRECTOR'S OFFICE

- Expenditures in the Director's office are increased \$85,745 including \$34,487 for salaries, \$11,000 for management training, \$9,200 for computer software and supplies and \$33,739 for depreciation. The increase in salary costs is primarily due to the consolidation of accounting and budgeting functions in this section.

### MAINTENANCE OPERATIONS

- This division is structured to operate in a manner similar to private contractors as it relates to bidding and competing for time and material construction projects. The budget reflects those costs directly related to daily

operations. Building costs and other indirect costs such as crosscharges and depreciation are included in the Building/Facilities Org. Unit to more accurately reflect the "true" cost of maintenance services.

- One position of Sheet Metal Worker is created to supplement the skilled trades workforce in order to meet normal workload as well as the demand for services by other County departments such as the Airport and the Zoo. The position will help the department provide County-wide skilled trades services whenever possible in continuation of the initiative implemented in the 1996 adopted budget.
- One position of Facilities Planning Analyst and one position of Construction Coordinator I are transferred to the Professional Services Division to staff the Department's new Preventative Maintenance Program.
- In addition to the personnel actions budgeted for 1998, the salary accounts include a reduction of \$50,911 to reflect the anticipated transfer of one Steamfitter (Temperature Control) to the House of Correction during 1997.
- Revenue of \$750,000 budgeted in 1997 to result from the Department of Public Works providing maintenance or construction services for other County departments and private agencies is continued for 1998.
- Funding of \$20,000 is provided for new and replacement equipment including \$7,500 for a portable floor scrubber, \$10,000 for a copy machine and \$2,500 for a tile and grout cleaner.
- All County departments shall give the Department of Public Works first opportunity to submit a bid for the provision of custodial and/or building security services prior to contracting out for such services.

### MANAGEMENT SERVICES

#### Facilities Management

- This unit is structured to operate in a manner similar to a property management firm inasmuch as it acts as custodian and landlord. The budget reflects those costs directly related to property management and tenant services for all Courthouse and county grounds buildings and facilities as well as four utilities.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

UNIT NO. 5700

FUND: Internal Service - 310000

- Major Maintenance and Building Improvement appropriations for 1998 include:

\$	256,000	Courthouse Complex/County Grounds Unanticipated Repairs
	150,000	Courthouse Piping Replacement
	125,000	Electrical wiring and courtroom lighting upgrades
	10,000	Courthouse security improvements
	150,000	Courthouse asbestos removal
	100,000	Miscellaneous Courthouse infrastructure repairs
	10,000	Annual maintenance and repair of Courthouse Annex roof
	<u>75,000</u>	Remodel West Annex building at 851 North 92 <sup>nd</sup> Street
\$	876,000	

## Utility Management

- Heating costs are estimated to increase \$122,138, from \$556,877 to \$679,015, in 1998 based on 1997 actual costs. Rates are increased from the 1997 budget rate of \$10.00 per m/lbs to \$12.1932 per m/lbs which is the rate being charged by WEPCO in 1997. Because the 1997 rate was budgeted before the sale of the Power Plant was finalized, it did not include the full increase in rates resulting from the sale of the plant. The actual rate of \$12.1932 charged in 1997 and budgeted for 1998 reflects a 35% increase over the 1996 actual rate of \$9.014.
- The cost of Power Plant electricity is reduced \$104,911, from \$294,222 to \$189,311, based on actual costs experienced in 1997.
- Appropriations for maintenance of County Ground Utilities include:

\$	10,000	Storm sewer catch basin repairs
	10,000	Miscellaneous repairs on sanitary sewers
	20,000	Repair of pump house controls
	<u>50,000</u>	Miscellaneous repairs to water system
	90,000	

- Funding of \$16,100 is provided for new and replacement equipment including \$7,500 for a Chicago Model Box and Pan Brake to bend and shape sheetmetal, \$3,000 for a sewer machine, \$2,600 for a cut-off machine to cut-to-length bar stock, angle iron and pipe and \$3,000 for three job gang boxes. Job gang boxes are large lockage tool boxes. These boxes are placed at job sites so that tools and small materials can be locked in the box when crews are not working. This avoids theft from job sites and is more efficient because crews report directly to the job site rather than having to first go to a central location to pick up tools and then to the site.

## DISADVANTAGED BUSINESS DEVELOPMENT

- The Disadvantaged Business Development (DBD) section is embarking on several initiatives to expand services as well as generate additional revenue. The Division is operating under a "notice to proceed" as the Independent Monitor of MBE/WBE participation on the Miller Park Construction Project and is pursuing a contract with the State Department of Transportation to perform compliance monitoring on a fee for service basis. This budget reflects estimated expenditures and revenue of \$123,000 for the Miller Park Project.

- 1998 Appropriations for the Joint Certification Program reflect expenditures of \$267,109 and revenues of \$265,549, however, the total cost of this program is approximately \$357,597 which includes the expenditures reflected in this budget as well as \$90,488 for the cost of fringe benefits and rent which are centrally budgeted in another Org. Unit. In the past, these costs were offset by the City of Milwaukee, Milwaukee County, the Milwaukee Area Technical College, the Metropolitan Sewerage District and Milwaukee Public Schools, each sharing the cost. For 1998, the City of Milwaukee and the Metropolitan Sewerage District have not elected to participate in this program. Resources formerly expended for those agencies will be diverted to special projects such as the Miller Park Project. The 1998 costs of the program will be funded by \$92,048 from Milwaukee County, \$123,000 from special project funding, \$92,048 and \$10,000 from cost sharing arrangements with the Milwaukee Public Schools and the Milwaukee Area Technical College respectively, \$31,500 from an increase in the amount charged for joint certification fees from \$25 to \$125 per certification, and \$9,001 from other revenue such as copies of transcripts from arbitration hearings.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF PUBLIC WORKS -  
ADMINISTRATION AND FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service - 310000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Work Orders Received	12,000	12,731	18,000	18,000
Time & Materials Orders	495	490	495	520
Roadways-Maint-Snowplow & Salt (miles)	52	48	52	48
Parking Lots-Maint-Snowplow (5,048 spaces)	65	65	61	65
Sidewalks-Maint & Snowplow (miles)	39	39	37	39
Turf Mowed (acres)	600	600	500	600
Equipment Transfers (hours)	10,000	10,000	10,000	10,000
Special Jobs Performed	300	300	300	300
Annual permits for free parking at Interchange Lot	1,100	1,100	1,100	1,100
Annual permits for paid parking in Annex, Safety Building Lots, Medical Examiner & St. Anthony's	375	386	375	386
Keys & Security Cards	2,000	2,000	3,000	3,000



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES**

**UNIT NO. 5900**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

The Paratransit Services program provides an efficient, convenient mode of transportation for eligible individuals with disabilities at reasonable fares. The program strives to provide service that is comparable to that available through the Transit System to individuals who cannot use the system because of physical, cognitive or sensory impairments. Orientation to transportation mobility training services are available for others who have difficulty using the transit system. These services help individuals gain skills necessary to use the Transit System.

**OBJECTIVES**

1. Improve client service.
2. Achieve full ADA compliance.
3. Reduce service demand by encouraging self-reliance and a shift from paratransit to transit services via mobility training when appropriate.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 448,565	\$ 535,213	\$ 540,530	\$ 5,317
Fringe Benefits	140,275	0	0	0
Services	89,682	184,840	164,540	-20,300
Commodities	14,902	22,400	26,425	4,025
Other Charges	7,145,775	7,924,075	10,431,500	2,507,425
Capital Outlay	23,378	35,650	32,257	-3,393
Contractual Crosscharges	211,494	98,628	119,130	20,502
Abatements	-86,717	0	0	0
<b>Total Expenditures</b>	<b>\$ 7,987,354</b>	<b>\$ 8,800,806</b>	<b>\$ 11,314,382</b>	<b>\$ 2,513,576</b>
State & Federal Revenue	4,865,620	5,137,357	5,582,319	444,962
Other Direct Revenue	1,365,236	1,440,400	1,943,400	503,000
<b>Total Direct Revenue</b>	<b>\$ 6,230,856</b>	<b>\$ 6,577,757</b>	<b>\$ 7,525,719</b>	<b>\$ 947,962</b>
Indirect Revenue	121,424	200,000	200,000	0
<b>Property Tax Levy</b>	<b>\$ 1,635,074</b>	<b>\$ 2,023,049</b>	<b>\$ 3,588,663</b>	<b>\$ 1,565,614</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$209,629 to \$2,232,678. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$188,341 to \$3,777,004 for a tax levy change of \$1,544,326.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	15.7	16.2	16.7	0.5
Overtime Hours	147.0	328	328	0
Overtime Dollars	\$600	\$6,164	\$6,164	\$0

Personal services for Milwaukee County Paratransit Services are budgeted at 100% of gross wages. For 1997, Milwaukee County Paratransit Services had a net salary budget that was 97.07% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY PARATRANSIT SERVICES

**UNIT NO.** 5900

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
<b>Major Job Class</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administrative (A)	1.0	1.0	0.0
Clerical (F)	8.0	8.0	0.0
Paraprofessional (E)	2.0	2.0	0.0
Professional (B)	4.0	4.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	1.0	1.0	0.0
<b>TOTAL</b>	<b>16.0</b>	<b>16.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
<b>Job Title/Classification</b>	<b>Action</b>	<b>Number of Positions/Hours</b>	<b>Division</b>	<b>Cost of Positions (excluding fringe benefits)</b>
Student Intern	Abolish	560 Hours	Paratransit	\$ 5,124
			<b>TOTAL</b>	<b>\$ 5,124</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES

UNIT NO. 5900  
FUND: General - 010000

## PERFORMANCE BASED BUDGET

For 1998, this Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts; however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Develop new service carrier contracts recognizing market segments dealing with individuals with sensory, cognitive and physical disabilities.	To reduce the number of carriers consistent with County Board File 97-920.	Have new service carrier contracts in place by July 1, 1998.
2.	Complete a study reviewing the eligibility process and determinations of eligibility in relation to ADA regulation.	To review eligibility requirements to insure ADA compliance.	Complete study by October 1, 1998.
3.	Select a brokerage firm as a single point of contact for clients when requesting paratransit service.	To establish a Central Reservation Service System to control reservations and negotiate pick-up times.	Select contractor by December 31, 1998.
4.	Increase distribution of educational materials.	To emphasize client responsibility and promote increased mobility and community independence.	Increase speaking engagements by 30% over previous year.
5.	Establish formal communication lines with the Milwaukee County Transit System.	To keep current of special ride promotions offered by MCTS and to report instances in which Transit usage is discouraged for individuals with disabilities.	Establish quarterly meetings with MCTS representatives.
6.	Remain within appropriations provided in the 1998 Adopted Budget.	To provide services with limited resources.	Absence of departmental deficit at year-end.

## BUDGET HIGHLIGHTS

- On September 6, 1991, the U.S. Department of Transportation Federal Transit Administration (FTA), formerly the Urban Mass Transportation Administration (UMTA), issued final rules for implementation of the Americans With Disabilities Act (ADA) as it pertains to transportation for individuals with disabilities. This regulation requires public entities operating fixed-route systems to provide paratransit service as a complement to the fixed-route service. Affected entities were to obtain FTA approval and begin implementation of a local plan for providing the required complementary paratransit service to disabled persons who, because of the nature of their physical disabilities, are unable to use the fixed-route bus service provided for the general

public. Full compliance with the requirements of the Act was to be accomplished by January, 1997.

On January 16, 1992, the County Board adopted a resolution File No. 91-849 (a)(a) which approved the Paratransit Service Plan for Disabled Persons as prepared by Milwaukee County and the Southeastern Wisconsin Regional Planning Commission. This plan indicated full compliance with the regulations by January, 1993; however, the plan was subsequently updated in 1993, 1994, 1995 and 1997. The updates included changes which delayed the completion dates for a number of items included in the original plan. On January 23, 1997, the County Board adopted resolution File No. 97-67 which authorized the Director of the

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES

UNIT NO. 5900  
FUND: General - 010000

Department of Public Works to request a waiver from meeting the timelines for full compliance with paratransit provisions of the ADA due to an undue financial burden. The waiver requested a three-year time extension, until December 1999, to meet the ADA paratransit requirements.

Milwaukee County was informed by the FTA on June 27, 1997, that a time extension would be granted provided the County enter into a Voluntary Compliance Agreement.

On July 31, 1997, the Director of the Department of Public Works submitted a Voluntary Compliance Agreement to the FTA which outlined the County's commitment to achieving full compliance with the paratransit provision of the ADA. The plan included the five components for a redesigned paratransit system recommended by the County Board under File No. 97-290, adopted July 17, 1997. Major milestones for achieving full compliance, as outlined in the plan, are:

#### April 1, 1998

- Extend service beyond jurisdictional boundaries as required by ADA.
- Implement Ombudsman service in the Office for Persons with Disabilities.
- Issue Request for Proposals for transportation service (carrier contracts).

#### July 1, 1998

- Begin transportation service under new contract.
- Issue Request for Proposals for brokerage of rides through a centralized reservation and scheduling service.

#### October 1, 1998

- Complete a study of the program's eligibility process. The study will verify that the program's eligibility process meets ADA standards.
- Select a broker for centralized reservation and scheduling service.

#### January 1, 1999

- Begin transition of ride requests through broker.

#### April 1, 1999

- All ride requests handled through brokered reservations center.
- Next-day service and one-hour negotiated window available.

#### December 31, 1999

- No capacity constraints.
- Full compliance with ADA.

To ensure the timely and successful implementation of the Compliance Plan, Milwaukee County is required to provide the FTA with quarterly reports on its progress toward achieving the major milestones.

- Paratransit fares will remain at \$2.50 per ride in 1998.
- For 1998, funding for trip subsidy payments is based on an estimated total of 775,000 trips and is increased \$2,007,425, from \$6,486,575 to \$8,494,000. In 1997, transportation vendors were asked to extend their existing contracts into 1998 when the services would be bid out and new contracts would be established based on a new rate structure. Fifteen of the sixteen vendors agreed to the extension. Since competitive bids will be sought for these transportation services, no maximum or minimum rates are established in this budget; however, the appropriation for trip subsidy payments is increased to provide funding for the new trip subsidy rate structure which will result from the bid process as well as the increase in the number of rides to be provided in 1998.

The new trip rate structure will be achieved by having vendors bid on providing transportation services to certain segments of the program's clients. For example, some clients are best served by taxis, some require accessible van services and others may need more assistance than a taxi would provide but less than accessible van service. In addition, clients who go from one location to another at approximately the same time could be served by cost effective group transportation. As a result, it is anticipated that a variety of rates will be paid to vendors, based on the level of service that is provided to clients, i.e., a vendor providing a more difficult or specialized service would be paid a higher rate than a vendor who provides a more generic or, in the use of group transportation, a more cost effective and easier to provide service. A significant increase in funding for trip subsidy payments is provided in order to provide adequate funding to vendors so that vendors are fairly compensated and to assure that a sufficient level of service will be available to users of this vital service.

- At FTA recommendation, an appropriation of \$25,000 is included to fund a study of the program's eligibility process to insure the process meets ADA requirements.
- One position of Student Intern created in 1997 is not required for 1998 and a \$15,000 deduction taken in 1997 for staff vacancies is not continued for 1998.
- Appropriations of \$19,282 are provided to replace the department's current monochrome system for client

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES**

**UNIT NO. 5900**  
**FUND: General - 010000**

identification cards with a high resolution color system. The funding includes \$4,025 for software and \$15,257 for a computer, color printer, video camera with flash and remote capture camera.

- Other equipment funding of \$17,000 will provide the department with one LaserJet printer and 2 pair of 8-port Multitech Multiplexor communication devices.
- State operating assistance is increased from \$4,311,360 in 1997 to \$4,725,251 in 1998. Prior to 1997, State operating assistance was based on reimbursement of a percent of eligible operating expenses. Beginning in 1997, the State elected to provide operating assistance funding based on sum certain grants. The grant for 1998 reflects a 9.6% increase over 1997, reflecting actions taken in the State

Assembly during deliberation of the State's 1997-1999 Biennium Budget, which actions are anticipated to be included in the final adopted State budget.

- Other State and Federal funding includes \$728,042 in State Aid for Specialized Transportation (85.21) funds which reflects a 3% increase over the 1997 budget of \$706,837. \$100,000 in Title XIX reimbursements and \$29,026 in Federal reimbursement on capital purchases. This reimbursement is at a rate of 80% of capital expenditures.
- The Paratransit Services Program is directed to adhere to Administrative Procedures 4.05 and 4.11, where applicable to substitution and reallocation of major maintenance projects and equipment purchases.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Van Trips	460,000	408,218	454,250	620,000
Taxi Trips	<u>115,000</u>	<u>125,613</u>	<u>120,750</u>	<u>155,000</u>
Total Trips	575,000	533,831	575,000	775,000
Active Enrollment	15,000	16,864	19,000	20,000

**USER SIDE SUBSIDY ENROLLMENT**

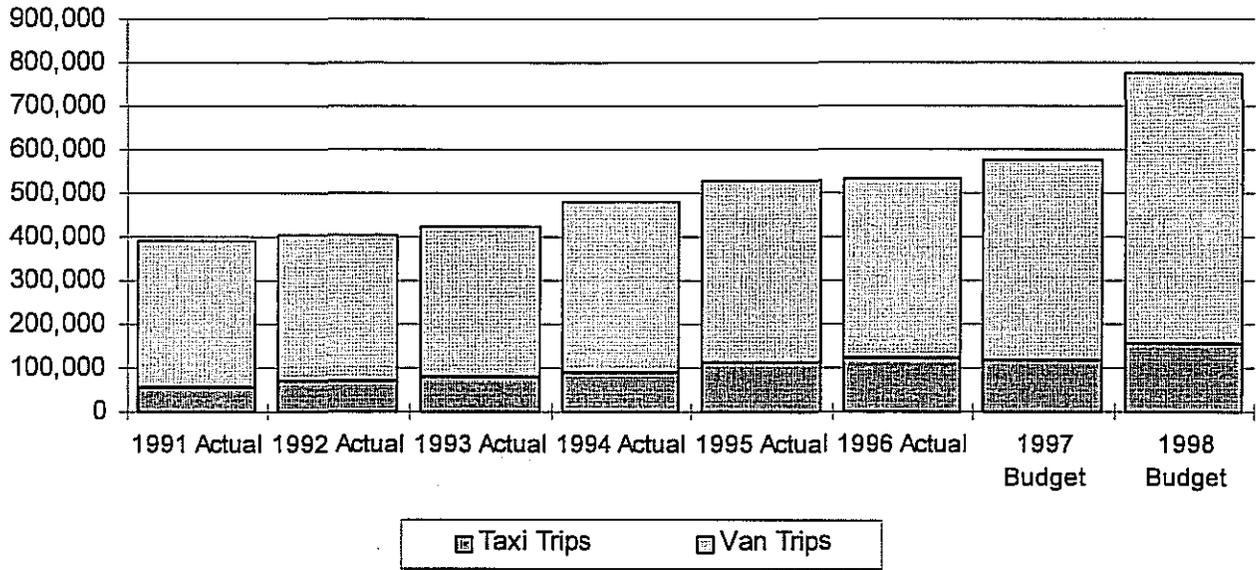
<u>YEAR/TYPE</u>	<u>ENROLLMENT</u>	<u>TAXI TRIPS</u>	<u>VAN TRIPS</u>	<u>ALL TRIPS</u>
1980 Actual	3,670	84,762	56,008	140,770
1981 Actual	4,599	95,143	81,032	176,175
1982 Actual	5,204	99,055	105,189	204,244
1983 Actual	5,567	98,951	147,366	246,317
1984 Actual	6,347	110,484	182,107	292,591
1985 Actual	7,595	155,389	232,432	387,821
1986 Actual	8,483	176,561	270,900	447,461
1987 Actual	7,734	86,679	283,746	370,425
1988 Actual	7,829	69,323	300,000	369,323
1989 Actual	7,452	54,152	313,475	367,627
1990 Actual	7,819	48,391	330,676	379,067
1991 Actual	8,420	58,473	329,744	388,217
1992 Actual	8,678	71,975	334,320	406,295
1993 Actual	10,066	81,591	341,899	423,490
1994 Actual	12,250	91,794	388,591	480,385
1995 Actual	15,178	113,497	416,656	530,153
1996 Actual	16,864	125,613	408,218	533,831
1997 Budget	19,000	120,750	454,250	575,000
	20,000	155,000	620,000	775,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

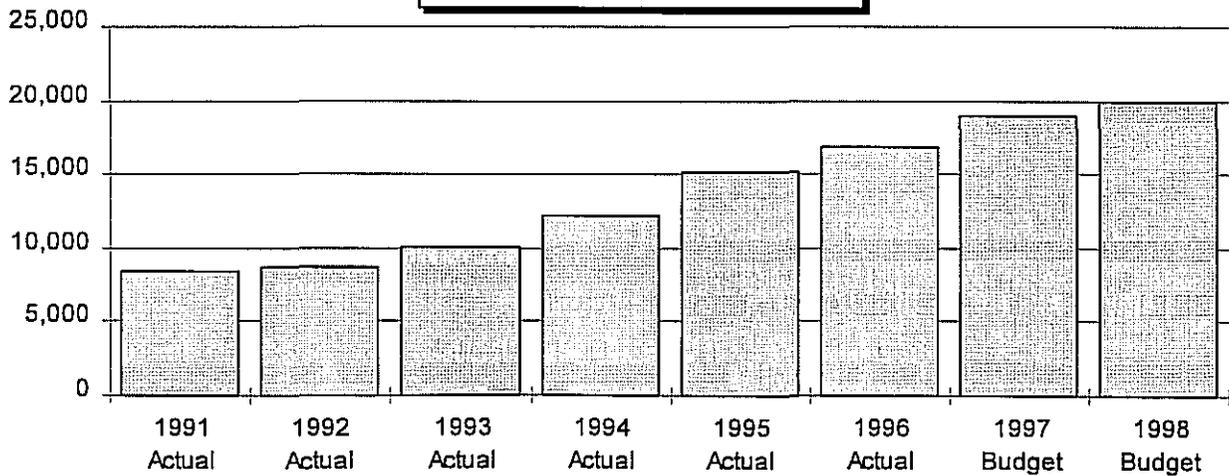
**DEPT: MILWAUKEE COUNTY PARATRANSIT SERVICES**

**UNIT NO. 5900**  
**FUND: General - 010000**

**USER SIDE SUBSIDY  
 ANNUAL TAXI AND VAN TRIPS**



**USER SIDE SUBSIDY  
 PROGRAM REGISTRANTS**



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

## DEPARTMENT OF HUMAN SERVICES/MENTAL HEALTH COMPLEX TAX LEVY OVERVIEW

The tax levy distribution in the Department of Human Services (DHS) and the DHS - Mental Health Division (MHD) is significantly changed for 1998 due to the State assuming administration of Child Welfare in Milwaukee County on January 1, 1998. While the budget presentations for DHS and the MHD appear to show a tax levy increase of \$9,951,838 for the Mental Health Division and a tax levy decrease of \$3,348,306 for DHS, this is not the case. In actuality, the DHS tax levy increases \$7,651,694 and the MHD tax levy decreases by \$1,048,162.

This confusing and complex situation is prompted by the State takeover of Child Welfare. Under the conditions established for the State takeover of Child Welfare, the County is required to contribute all the resources which were allocated to Child Welfare activities using 1995 as the base funding year. The State calculated that, in 1995, the County budgeted \$69.5 million for Child Welfare activities. This expenditure number is composed of three funding sources: \$19.5 million from the State for special earmarked programs, \$30 million from Base Community Aids (these are funds from the State which DHS can use for specific human needs and services) and \$20 million in tax levy in the Youth Services Division.

Starting in 1998, the Youth Services Division is abolished and the Base Community Aids (\$30 million) and earmarked revenues dedicated to Child Welfare programs (\$19.5 million) will be retained by the State. This returns \$49.5 million of the \$69.5 million to the State and leaves only the \$20 million of tax levy funds previously used to support Child Welfare activities. The County does not have a mechanism to transfer tax levy to the State so, in constructing the 1998 budget for DHS and the MHD, DHS concluded that the best way to transfer this \$20 million back to the State was to remove Base Community Aids from other divisions of DHS. For 1997, DHS had five divisions, including the Mental Health Division, but only Adult Services and the Mental Health Division have significant Base Community Aids funding. In order to generate the balance of \$20 million, \$9 million in Base Community Aids were removed from the Adult Services Division and \$11 million in Base Community Aids were removed from the Mental Health Division in DHS' 1998 Requested Budget. (Adjustments have been made to these budgets as part of the Recommended Budget, however, the basic principle of shifting Community Aids within DHS Division budgets is maintained.) Funding for these Divisions was replaced with the same amount of tax levy. The exchange of Base Community Aids for tax levy in Adult Services and in the Mental Health Division does not increase tax levy expenditures in either of these Divisions or in the Department as a whole, however, it does result in the DHS budget appearing to have a tax levy decrease and the Mental Health Division appearing to have a significant tax levy increase. As noted above, this is not the case.

The Recommended Budget for the combined budgets of the Department of Human Services and DHS-Mental Health Division increases tax levy by \$6,603,532 from the 1997 adopted levy. The principle factors that contribute to the tax levy increase are explained below.

The Mental Health Division's budget has an actual tax levy decrease of \$1,048,162. The major changes in the MHD Division that result in this change are:

For 1998, a Day Treatment Team in the Adult Community Services Unit, consisting of six staff positions, is eliminated for a tax levy reduction of \$339,515. Expenditure reductions also include the annualized savings of approximately \$500,000 due to the closure of one 24 bed Acute Adult unit on July 1, 1997. The Commodities budget was reduced by \$100,000 due to savings in the food budget from lower census figures. Pharmaceutical revenues increase by \$235,000 due to adding a nominal mark-up to drugs purchased for non-profit agencies who purchase drugs for their clients from MHD rather than from pharmaceutical distributors.

The factors that contribute to the Department of Human Services \$7,651,694 tax levy increase are as follows:

DHS' requested budget included an increase in juvenile corrections charges of \$5,827,762 for 1998 which was based on an average daily population of 416 juveniles detained in State Juvenile Correctional Institutions (JCI) at \$154.94 per day. This was based on the Legislature's Joint Finance Committee version of the State budget. The Governor's proposed budget contained no increase in Youth Aids and, as calculated by the Legislative Fiscal Bureau, would have resulted in a charge of \$189 per day, or approximately a 40% increase. The Legislature's Joint Finance Committee version of the State budget modified the Governor's proposal but still increased rates for JCIs by an average of 16% over the biennium to \$154.94 per day. The Joint Finance Committee's version of the budget also did not increase Youth Aids, which counties use to pay for the cost of incarcerating juveniles in JCIs and for community correctional programs. The budget proposed by the Assembly does not change the proposed increase in rates for JCIs, but does propose an increased allocation of Youth Aids revenue of \$8.6 million statewide for the biennium. Milwaukee County is projected to receive \$4.2 million of this over the biennium resulting in increased revenue of \$2.1 million in 1998. This increased funding, while an improvement over what the Governor and Joint Finance Committee proposed, does not "fix" the shortfall in funding that the County is experiencing and, by necessity, is funded with tax levy dollars in the 1998 Recommended Budget.

This shortfall is the result of two elements: 1) the increase in rates being charged counties and 2) increases in population that the County has experienced.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

For 1998, the County has projected an increased cost resulting from the rate increase proposed by the Governor, increased by the Joint Finance Committee during its deliberation and maintained by the Assembly during its development of a proposed compromise biennial budget (which was the budget that was being debated at the time of preparation of the County Executive's Recommended Budget). The increased cost as a result of the rate increase to \$154.94 per day is calculated by the DHS and the Department of Administration to be \$2.7 million in 1998. The \$2.1 million of increased funding that is now anticipated to be available from the State will help offset this increase but does not fix the funding shortage. Rather, it still leaves a shortfall of approximately \$600,000 in the 1998 Recommended Budget.

What is left unaddressed in the State Budget is the fact that Milwaukee County's juvenile correctional population confined to State institutions will be an estimated 416 in 1998, up from the budgeted 1997 figure of 361. This increase in the juvenile population has occurred despite significant changes in the juvenile code, including the change relating to 17 year olds and the Serious Juvenile Offender (SJO) Program. Because of these significant changes that were occurring when the 1997 County budget was being prepared, the juvenile population assigned to State institutions was projected at 361. This was done because it was impossible to anticipate the impact of the changes that were occurring at the State level and because it was anticipated that the changes would result in some decline in the County's juvenile population. Unfortunately, this has not occurred. The 1996 average daily population from Milwaukee County was 454 and has declined to 416 year to date in 1997. As a result, the 1998 Recommended Budget anticipates a juvenile population confined to State institutions of 416, an increase of 55 over the 1997 Adopted Budget of 361. This increase results in an increased cost to the County of just over \$3.1 million. No funding is provided or proposed to be provided in any portion of the State budget that is being discussed to address this shortfall.

Other changes that contribute to the tax levy increase in the DHS Budget are as follows:

W2 will have a net tax levy cost to Milwaukee County of \$329,989 for 1998. The County negotiated with the State to recover the greatest amount of its costs for providing Food Stamp, Day Care and Title 19 eligibility determination services to the W2 agencies and for non-W2 clients. The State was reluctant to pay for all departmental and County-wide overhead costs which were reimbursed under the prior system. The County was eventually able to negotiate reimbursement for all direct position costs plus 30% for indirect costs. Indirect costs include clerical support, indirect supervisory staff, space rental, supplies and County overhead. The County Board authorized this level of tax levy support for W2 when they approved File No. 97-32(a)(h) at their June 19, 1997 meeting. Also in the Financial Assistance Division, the tax levy cost for indigent

burials increases \$111,504 from the current year budget based on experience.

DHS anticipates that it will have a total of approximately 67,000 square feet of vacant space in leased buildings at 28th and Highland, Schlitz Park and the Hills Building due to the State takeover of Child Welfare and Welfare Reform. In addition, the County owned building at 12th and Villet will have 56,000 square feet of unoccupied space. The total tax levy cost of vacant space is \$1,238,190. DHS staff is working with the Real Estate Section of Economic Development to find customers to sublet portions of this space, however, it is somewhat uncertain when Child Welfare and W2 staff will be moving out of these buildings. A total of \$300,000 in rental revenue for this vacant space has been included in the Recommended Budget.

DHS's requested budget included a \$1 million reduction in revenue received from the State after the final accounting is completed for services provided to the County in the prior year. Based on five years of experience, \$4 million in revenue was included in the 1997 Adopted Budget. When the accounts were settled for 1996, the County received a much smaller amount in 1997 than in previous years. The 1998 Recommended Budget includes the requested amount of \$3 million in reconciliation revenue.

Revenue in the Financial Assistance Division is reduced by \$1,384,109 for 1998 due to abolishing approximately 100 positions due to Welfare Reform and a reduction in the cost of employee fringe benefits. The position abolishments result in a reduction in revenue of approximately \$713,837 which would have been received in 1998 if Welfare Reform had not been implemented. The reduced cost of employee fringe benefits increases tax levy in DHS by \$670,272. The tax levy increase in the DHS Budget is significantly offset by a decrease in tax levy in the County-wide fringe benefit budget.

The new Division of Delinquency and Court Services has added costs of \$209,133 for two new positions of Division Administrator and Program Coordinator (Post Dispositional Programs), as well as funds to develop program outcome standards. Expenditures increase \$108,888 in the Detention Center to add one position of Registered Nurse 1 to provide nursing coverage on first and second shift seven days a week and to increase appropriations for psychological evaluations for juveniles held at the Detention Center.

A Day Care Enforcement Unit is created at a tax levy cost of \$201,972 to ensure that Family Day Care Providers comply with Day Care regulations. This Unit will have a staff of five Day Care Enforcement Specialists and one Day Care Enforcement Supervisor who will make unannounced visits to Family Day Care Providers to check the number of children in attendance against the number of children enrolled in the Day Care Program. The Day Care Enforcement Specialists will report any irregularities to Day Care Program Managers.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: D.H.S. - MENTAL HEALTH DIVISION

UNIT NO. 6800

FUND: Enterprise - 770000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Sections 46.03(1), 46.21, 51.08, 51.35, 51.42 and 51.437 of the Wisconsin Statutes, the Milwaukee County Department of Human Services-Mental Health Division provides care and treatment to developmentally, emotionally and mentally ill adults, children and adolescents through contracts with community agencies, outpatient care, day treatment services, and inpatient care. Services include intensive short-term treatment as well as extended care of persons with serious mental illness. Acute hospital admissions are initiated by voluntary application or through legal detention methods such as court commitment. The Adult Inpatient Services Branch and the Child and Adolescent Branch require Title-XIX certification and Joint Commission on Accreditation of Hospitals Organizations (JCAHO) accreditation to capture Title-XIX and other third-party reimbursement. The extended care portions of this agency require Federal certification as a Skilled Nursing Facility and Facility for the Developmentally Disabled, allowing for State reimbursement. Day treatment is offered to patients who have progressed to the state where inpatient hospitalization is no longer indicated but who require more intensive treatment than is available in an outpatient facility. The Community Services Branch provides services through contract or at community clinics. Programs are managed by the Mental Health Division Administrator under the jurisdiction of the Director of the Department of Human Services, the Combined Community Services Board, the County Executive and the Milwaukee County Board of Supervisors.

## MISSION STATEMENT

The mission of the Milwaukee County Department of Human Services - Mental Health Division (MHD) is to provide a comprehensive continuum of quality mental health and AODA services for the citizens of Milwaukee County.

This is accomplished by:

- Providing a full range of mental health and AODA services that are directed toward the diagnosis and treatment of mental illness, substance abuse, and mental illness/developmental disabilities as a biopsychosocial disease. Services are rendered in a manner that is least restrictive, emphasizes continuity of care, and is empathic to patients and their families.

- Coordinating services with the activities of other public, voluntary and private providers, consumer and advocate organizations, and educational institutions.
- Being a leader in mental health care known for its excellence in research, professional and community education, and mental health delivery systems.

## VISION STATEMENT

The vision of the mental health system serving the people of Milwaukee County is that the citizenry function at optimal levels of physical and mental health, and that individuals who have mental illness are full and equal members of the community. As such, the system shall provide individuals who have mental illness the support and means to pursue success in the ways they choose to live, learn, love, work and play.

## OBJECTIVES

To improve the mental health delivery system by:

1. Closing the Adult Transitional Living Center (ATLC), alternatively, developing other community-based services for this population.
2. Redesigning the MHD Day Treatment Program into a more efficient/cost effective service.
3. Expanding the service capacity at the MHD downtown and south side Community Support Program (CSP) sites.
4. Continuing to develop a master plan for the Facility for the Developmentally Disabled (FDD), considering declining census.
5. Continuing the implementation of the Mental Health Management Information System.
6. Expanding the Wraparound Milwaukee Program, which will operate the Safety Services Program for the State Division of Children and Family Services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: D.H.S. - MENTAL HEALTH DIVISION**

**UNIT NO. 6800**

**FUND: Enterprise - 770000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997 Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 47,794,927	\$ 47,795,251	\$ 47,418,480	\$ -376,771
Fringe Benefits	13,481,732	0	0	0
Services	5,872,693	7,533,738	7,237,685	-296,053
Commodities	6,887,529	6,947,378	8,612,209	1,664,831
Other Charges	17,109,145	30,261,519	45,880,451	15,618,932
Capital Outlay	444,251	334,400	491,220	156,820
Contractual Crosscharges	8,843,575	5,388,945	5,123,948	-264,997
Abatements	-109	-2,424	-2,424	0
<b>Total Expenditures</b>	<b>\$ 100,433,743</b>	<b>\$ 98,258,807</b>	<b>\$ 114,761,569</b>	<b>\$ 16,502,762</b>
State & Federal Revenue	32,657,997	33,099,007	42,222,220	9,123,213
Other Revenue	43,559,587	54,193,859	51,621,570	-2,572,289
<b>Total Revenue</b>	<b>\$ 76,217,584</b>	<b>\$ 87,292,866</b>	<b>\$ 93,843,790</b>	<b>\$ 6,550,924</b>
<b>Property Tax Levy</b>	<b>\$ 24,216,159</b>	<b>\$ 10,965,941</b>	<b>\$ 20,917,779</b>	<b>\$ 9,951,838</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$14,590,069 to \$25,556,010. Inclusion of these costs plus the cost of Mail Room Services in the 1998 Budget would increase tax levy \$15,327,877, to \$36,245,656, for a tax levy change of \$10,689,646.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: D.H.S. - MENTAL HEALTH DIVISION**

**UNIT NO. 6800**

**FUND: Enterprise - 770000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Management/	Expenditure	\$ 35,301,275	\$ 29,808,570	\$ 30,981,830	\$ 1,173,260
Support Services	Interest & Depreciation	1,127,406	1,150,385	1,102,117	-48,268
	Cost Allocation	-31,260,186	-25,493,647	-24,808,107	685,540
	Revenue	<u>4,041,089</u>	<u>4,314,923</u>	<u>6,173,723</u>	<u>1,858,800</u>
	Tax Levy	\$ 1,127,406	\$ 1,150,385	\$ 1,102,117	\$ -48,268
Rehabilitation	Expenditure	\$ 11,834,649	\$ 9,392,407	\$ 9,606,312	\$ 213,905
Centers/Nursing	Cost Allocation	8,521,071	6,634,132	7,129,888	495,756
Facility	Revenue	<u>10,146,005</u>	<u>9,363,722</u>	<u>9,131,158</u>	<u>-232,564</u>
Services	Tax Levy	\$ 10,209,715	\$ 6,662,817	\$ 7,605,042	\$ 942,225
Acute Adult	Expenditure	\$ 15,392,388	\$ 11,219,020	\$ 10,920,959	\$ -298,061
Inpatient	Cost Allocation	10,657,138	8,167,753	7,282,288	-885,465
Services	Revenue	17,540,383	14,817,959	15,279,943	461,984
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-2,450,000</u> *	<u>-2,450,000</u>
	Tax Levy	\$ 8,509,143	\$ 4,568,814	\$ 5,373,304	\$ 804,490
Adult	Expenditure	\$ 19,661,185	\$ 24,013,925	\$ 22,743,483	\$ -1,270,442
Community	Cost Allocation	4,197,371	4,630,323	4,207,369	-422,954
Services	Revenue	20,334,024	25,045,344	24,733,734	-311,610
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-3,774,342</u> *	<u>-3,774,342</u>
	Tax Levy	\$ 3,524,532	\$ 3,598,904	\$ 5,991,460	\$ 2,392,556
Child and	Expenditure	\$ 10,392,902	\$ 19,927,717	\$ 35,890,746	\$ 15,963,029
Adolescent	Cost Allocation	3,846,764	3,516,687	3,438,322	-78,365
Services	Revenue	13,364,253	27,399,772	43,135,874	15,736,102
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-1,345,000</u> *	<u>-1,345,000</u>
	Tax Levy	\$ 875,413	\$ -3,955,368	\$ -2,461,806	\$ 1,493,562
Adult	Expenditure	\$ 6,723,936	\$ 2,746,783	\$ 3,516,122	\$ 769,339
Crisis	Cost Allocation	4,037,842	2,544,752	2,750,240	205,488
Services	Revenue	10,791,828	6,351,146	6,389,358	38,212
	Community Aids Reduction	<u>0</u>	<u>0</u>	<u>-3,430,658</u> *	<u>-3,430,658</u>
	Tax levy	\$ -30,050	\$ -1,059,611	\$ 3,307,662	\$ 4,367,273

\* Reflects reduction of \$11,000,000 in State Community Aids funding offset by an \$11,000,000 increase in County Tax Levy support, which is transferred from the Youth Services budget as a result of the State takeover of the Milwaukee County Child Welfare Program. The net tax levy increase in the MHD Budget is \$9,951,838 due to reductions made in departmental personnel and programs.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** D.H.S. - MENTAL HEALTH DIVISION

**UNIT NO.** 6800

**FUND:** Enterprise - 770000

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	1,305.6	1,192.1	1,176.2	-15.9
Overtime Hours	185,718.0	146,356	135,199	-11,157
Overtime Dollars	\$3,208,513	\$3,289,369	\$2,304,715	\$-984,654

Department of Human Services-Mental Health Division personal services have been reduced by \$5,943,920 to establish a net salary budget that is 87.94% of gross wages. For 1997, the Department of Human Services-Mental Health Division had a net salary budget that was 86.74% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled position on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	45.0	45.0	0.0
Clerical (F)	178.0	181.0	3.0
Paraprofessional (E)	262.0	262.0	0.0
Professional (B)	565.0	570.0	5.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	167.0	163.0	-4.0
Skilled Craft (G)	1.0	1.0	0.0
Technical (C)	69.0	69.0	0.0
<b>TOTAL</b>	<b>1,287.0</b>	<b>1,291.0</b>	<b>4.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding Fringe Benefits)
Community Service Nurse	Create	2 positions	Community Svcs	\$ 89,874
Clerk Typist II	Create	3 positions	CATC Wraparound	\$ 74,217
Safety Services Coordinator	Create	2 positions	CATC Wraparound	\$ 95,508
Planning Analyst	Transfer	1 position	CATC Wraparound	\$ 39,168
Placement Resources Manager	Transfer	1 position	CATC Wraparound	\$ 57,643
Hospital Maintenance Worker	Transfer	3 positions	Support Services	\$ -93,435
Chef II	Abolish	1 position	Support Services	\$ -38,262
			<b>TOTAL</b>	<b>\$224,713</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: D.H.S. - MENTAL HEALTH DIVISION

UNIT NO. 6800

FUND: Enterprise - 770000

## GENERAL SUMMARY

The Department of Human Services - Mental Health Division budget is presented in a programmatic format based on five major programs or service areas:

- Management/Support Section
- Adult Inpatient Services Branch
  - Acute Adult Inpatient Services and Rehabilitation Centers/Nursing Facility Services
- Adult Community Services Branch
- Child & Adolescent Services Branch
- Adult Crisis Services Branch

Under this format, program costs consist of both direct expenditures and allocated costs which are attributable to the operation of the program. All costs not directly offset by revenue in the Management/Support Sections are distributed to the other four program areas. The allocated or indirect costs are distributed to the program areas using a step-down methodology that operates under Medicare Cost Reporting principles. Those principles involve the use of statistical parameters that represent measures to allocate costs based on resources consumed by a program. For example, the number of patients served, space, number of staff, etc. are parameters.

Revenues for each program consist of both charges directly associated with the provision of services to patients and other operating revenues that are not directly related to patient services.

## BUDGET OVERVIEW

### Adult Transitional Living Center (ATLC) Closure

As of January 1, 1998, the ATLC program will be closed and an alternative case management and supportive housing services program will be developed for this population. For Calendar Year 1998, the State will no longer allow State IMD Relocation funds to be allocated to the ATLC. Closing the ATLC is in accordance with the Five Year Master Plan for the Public Sector Mental Health System for adults in Milwaukee County.

### Mental Health Information Network

The project objectives for 1998 include completing the implementation of the automated billing system, chart location replacement and trust replacement.

### Wraparound Milwaukee Project

The Children's Mental Health Project or "Wraparound Milwaukee", incorporates three major components: Mobile Urgent Treatment Team, Case Management Program, and Therapeutic Case Management Team. The existing Wraparound Program is designed to provide an array of community services to serve as an alternative to residential

treatment placement or to reduce the length of such placements. Wraparound Milwaukee blends funds from the State and County, from Medicaid and the Children's Mental Health Grant to operate a specialized type of HMO or Public Managed Care entity.

Wraparound Milwaukee in 1998 will also operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety Services are provided and purchased services intended to keep families intact and children safe, and to build the in-home supports and community linkages to help strengthen families so they will not be received into the Protective Service System again.

### Expansion of Community Based Service

In accordance with the Mental Health Master Plan, the MHD will develop an additional 90 Community Support Program (CSP) slots. The program expansion, which includes intensive case management service, will be provided by Milwaukee County operated CSP's.

### Tax Levy Increase

The increase in the MHD 1998 tax levy of \$9,951,838 is due to a reduction of \$11 million in Community Aids funding. The reduction in Community Aids funding is the result of the State's takeover of Milwaukee County's Child Welfare program. The tax levy increase in MHD is offset by a decrease in DHS Youth Services Division. Tax levy increases by \$9,951,838, not by the full \$11 million because additional reductions could be made due to the full-year savings from the closing of an Adult Acute Unit, the abolishment of vacant positions, and increased Pharmaceutical revenues.

## ADULT INPATIENT SERVICES BRANCH REHABILITATION CENTERS/NURSING FACILITY SERVICES

### Program Description

Rehabilitation Center/Nursing Facility services are licensed Rehabilitation Centers that provide long-term, non-acute care to patients who are chronically mentally ill, developmentally disabled or both.

The Rehabilitation Center-Central is a 96-bed unit, Title XIX certified, skilled-care licensed nursing home. The facility consists of three units which serve geriatric, as well as young, physically aggressive persons with serious mental illness. The primary source of admission to the program is the Mental Health Division Acute Adult Hospital. The facility is one of the few long-term care settings in Southeastern

# COUNTY EXECUTIVE'S 1998 BUDGET

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Wisconsin which provides locked-unit settings for extremely aggressive persons with serious mental illness. The facility operates as an Institute for the Mentally Diseased (IMD).

The Rehabilitation Center-Hilltop is a 120-bed Title XIX certified facility licensed as a Facility for the Developmentally Disabled (FDD). The facility provides programs and an environment specially designed for residents with a primary diagnosis of developmental disability and secondary psychiatric diagnoses. The majority of the facility's residents are referred from the DHS-Mental Health Division Acute Adult Hospital.

## BUDGET HIGHLIGHTS

- Revenues for the Rehabilitation Centers reflect a decrease of \$224,467 as a result of a decrease in census at Rehab Center-Hilltop from 112 in 1997 to 107 in 1998. The 1998 budgeted census is based on Rehab Center-Hilltop's average daily census of January 1, 1997 through May 31, 1997. Because of the decreased census, seven full-time equivalent positions, currently vacant, will not be filled, resulting in an expenditure decrease of \$210,624 and a net tax levy increase of \$13,843.
- Expenditures increase \$112,897 due to the transfer of funding for a psychiatrist position from the Community Services Branch, to more accurately reflect current staff assignments, resulting in no MHD tax levy change.

## ADULT INPATIENT SERVICES BRANCH ACUTE ADULT SERVICES

### Program Description

Adult hospital inpatient services are composed of specialized programs that include Geropsychiatry and Acute Adult.

The DHS-MHD Geropsychiatry Units, staffed with multi-disciplinary specialists, provide a comprehensive system of diagnosis and treatment to Milwaukee's elderly who have mental disorders. Linking a range of personal, family, community and institutional resources that integrate medical, mental health and social services, this multi-faceted team of geropsychiatrists, geropsychiatric nurses and social workers coordinate community and institutional resources to maintain the individual in the community wherever possible.

The Acute Adult units provide inpatient care to individuals over age 18 who require secure short-term or occasionally extended hospitalization. Psychiatry, psychology, social service and rehab therapy provide assessment and treatment designed to return the patient to his own community as rapidly as possible.

## BUDGET HIGHLIGHTS

- In accordance with the Five Year Master Plan for the Public Sector Mental Health System for Adults in Milwaukee County, and as a result of a decrease in the number of admissions of elderly patients to the geropsychiatry inpatient units, MHD closed a 24 bed unit on July 1, 1997. The 1998 budget reflects an annualized expenditure reduction related to the closure of the 24 bed unit of \$605,031 and a revenue reduction of \$164,188, resulting in a net tax levy reduction of \$440,843.
- Overall patient service revenues increase as the result of shorter average length-of-stay trends, which result in enhanced discharge-based revenues (DRG's).

## ADULT COMMUNITY SERVICES BRANCH

The DHS - Mental Health Division Adult Community Services Branch is composed of three programs for the medical and non-medical care of consumers in the community. These program areas are: Risk Reduction Services, Wellness Rehabilitation Services, and Pre-Crisis Services. The services provided in these program areas include both those directly provided by Milwaukee County and those purchased from community agencies. Services are designed to provide for a single mental health delivery system that reduces institutional admission, utilization and capacity through enhanced community service options. The Community Services Branch is dedicated to providing all services in the least restrictive and therapeutically appropriate and cost effective setting.

Risk Reduction Services include activities targeted to promoting mental health and preventing problems within the community at-large, rather than providing treatment or services to individuals already experiencing a defined disability or illness. These programs are primarily related to wellness education and public mental health education, information and referral.

The Wellness/Rehab Services Section provides a wide array of community services which are intended to meet the treatment needs of individuals with mental illness who are living in a community setting. Some of the services and programs include the Service Access to the Independent Living Unit which is a centralized intake assessment program for persons who need long-term community support. Some of the long-term community programs include Community Residential, Targeted Case Management and State-certified Community Support Programs. In addition, other services include medical and non-medical day treatment, sheltered work and community employment, outpatient treatment and representative payeeship programs. Other supportive services include subsidized permanent housing for homeless mentally ill, Safe Haven housing for homeless persons and benefit advocacy services. The Mental Health Division also provides psycho-social rehabilitation services through drop-in centers and club house programs.

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The intent of Pre-Crisis Service is to provide intensive interventions to address mental illness issues before they become more serious, requiring more costly care and treatment. Services include crisis intervention, assessment, consultation, referral, temporary housing and assistance in meeting basic needs. These services are provided to the community, and more specifically, to homeless persons with mental illness and to mentally ill persons involved in the criminal justice system. The Forensic Psychiatry Center, as part of Pre-Crisis Services, offers court consultation, evaluation of psychiatric status in individuals charged with criminal acts, evaluation of civil commitment proceedings and consultation concerning jurisprudence and public policy information.

Funding for programs within the Adult Community Services Branch consists primarily of State community aids, mental health block grants and Community Option Program funds.

## BUDGET HIGHLIGHTS

- Since 1994, the Mental Health Division has used IMD Relocation dollars to fund the Adult Transitional Living Center. In 1997, the allocation for this program is \$871,795. For calendar year 1998, the State will no longer allow IMD Relocation funds to be allocated to the ATLC. As a result, the ATLC will be closed and MHD will use this funding to develop an alternative Case Management and Supportive Housing Services program for this population. To this end, MHD will expand its County-operated Downtown and Southside Community Support Program by 90 slots and will enhance staffing in its assessment and targeted case management teams.

Closure of the ATLC reduces expenditures by \$601,177, including funding for 16 FTE positions. The CSP and other expansion increases expenditures by \$632,473, including funding for 12.75 FTE positions. Revenue remains the same and is also used to fund fringe benefits that are no longer included in departmental budgets, and an allocation for indirect costs. The expenditure differential of \$31,296 will be covered by IMD funds that are presently unallocated, resulting in no tax levy change.

Most positions required for the CSP and other expansion are already authorized, but are either currently funded in other MHD programs or are not budgeted in 1997. However, because nursing duties required by this program are somewhat different than those of most other MHD nursing staff, a separate classification is used, and MHD presently does not have staffing in other areas to use for this purpose. Therefore the following personnel actions are authorized:

Create 2 Community Service Nurse

Two new positions of Community Service Nurse are created a 1998 cost of \$89,874 to join multidisciplinary teams providing services to patients with serious mental illness in the community.

- The redesigning of the Day Treatment Program results in the elimination of one day treatment team, reducing expenditures by \$339,515, including funding for six FTE positions, and accordingly resulting in a \$339,515 tax levy decrease. Patient service revenues remain unchanged. Although the program will continue to serve the same number of clients, the number of hours of service will be reduced to coincide more closely with the amount of hours authorized by the Medicaid program.

The six positions being eliminated from the Day Treatment program will be reassigned to fill the new IMD funded positions in CSP and Targeted Case Management.

- Six positions that are budgeted in specific Community Services programs in 1997 are combined into an administrative organizational unit and allocated to the various programs. This reorganization reduces direct expenditures in the Community Services Branch by \$408,792 and increases expenditures in the Management/Support sections accordingly, resulting in no MHD tax levy change.
- MHD has made several accounting and programmatic changes in its charging of pharmaceutical costs in recent years. Estimates for these expenses and related revenue are determined in total, with little attention to programmatic distribution. The MHD-wide drug expenditures increase \$1,736,534 and revenue increase \$1,971,300 for 1998. Although no major programmatic changes have occurred, the current accounting and organizational assumptions result in a decrease in expenditures and tax levy in this branch from 1997 of \$362,781.
- Personnel expenditures and tax levy decrease \$52,274 as a result of not filling a position of Psychiatric Social Services Supervisor, whose functional duty is to manage the Metro North Community Clinic. Management duties for the clinic are assumed by the Assistant Hospital Administrator I.
- Expenditures decrease \$112,897 due to the transfer of funding for a psychiatrist position to the Rehabilitation Centers to more accurately reflect current staff assignments, resulting in no MHD tax levy change.

## ADULT CRISIS SERVICES BRANCH

The DHS Mental Health Division Adult Crisis Services Branch is composed of two programs which assist

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individuals when their situation has escalated to the point that they need immediate intervention to assess the problem and develop mechanisms for resolution. The two programs are the Crisis Response/Stabilization Services and Psychiatric Crisis Services. Crisis Response and Stabilization Services are provided as short-term intervention designed to divert the need for more intensive care and treatment. Psychiatric Crisis Service (PCS) is a direct service resource for anyone in Milwaukee County who may be experiencing a psychiatric crisis. Services are also available to persons involved with an emotionally upset individual. PCS offers walk-in services and a walk-in clinic operating in association with PCS. These services are provided by a multi-disciplinary team of mental health professionals.

## BUDGET HIGHLIGHTS

- The 1998 Budget continues to use IMD Relocation funds to fund mobile crisis teams which provide outreach - oriented crisis response and resolution services for individuals in community settings. Teams intervene in emergency situations to help divert the situation from becoming one which might result in involuntary commitment.
- Expenditures increase for staff psychiatry time in 1998 by \$191,688 or the equivalent of 1.7 positions. Funding for Medical Officer of the Day Services provided by the Medical College of Wisconsin Residents is reduced by \$217,326, or the equivalent of 2.3 positions, resulting in a net expenditure and tax levy reduction of \$25,638. The use of staff psychiatry services will ensure quality, increase continuity, and provide a higher level of patient care in the emergency room.

Because the Medical Officer of the Day Services are allocated between a few different program areas, the cost reduction is not reflected in the direct costs of the Crisis Branch, but in the Management/Support section instead. The increase for staff time, however, is reflected in the Crisis Branch.

- As is the case with the Community Services Branch, a change in the accounting for pharmaceutical expenditures results in an increase of \$576,691 from 1997 to 1998 in the Adult Crisis Services Branch.

## CHILD AND ADOLESCENT SERVICES BRANCH

### Program Description

The Child and Adolescent Services Branch functions as both a provider of services through operating a 60 bed inpatient program, day treatment program and outpatient program and as purchaser and manager of the System of Care for SED children and their families through its Wraparound Milwaukee Program.

Wraparound Milwaukee in 1998 will also operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety Services are provided and purchased services intended to keep families intact and children safe, and to build the in-home supports and community linkages to help strengthen families so they will not be received into the Protective Service System again.

Safety Service managers utilize such services as parenting skills, household management, chore services, substance abuse and mental health treatment and in-home observation and therapy.

The existing Wraparound Program is designed to provide an array of community services to serve as an alternative to residential treatment placement or to reduce the length of such placements. Wraparound Milwaukee blends funds from the State and County, from Medicaid and the Children's Mental Health Grant to operate a specialized type of HMO or Public Managed Care entity.

### Services in that Program include:

The Mobile Urgent Treatment Team, operated from CATC, provides crisis intervention services to children at risk of removal from their home and screens all potential inpatient admissions to CATC.

The Case Management Program provides comprehensive mental health services to severely emotionally disturbed youth who are either at risk of residential treatment placement or can be returned home from a residential treatment center with the availability of a "wraparound service plan". This program utilizes a managed care approach in the delivery of services including a comprehensive network of provider agencies providing in-home, day treatment, mentors, respite, crisis, transportation, and other services.

The Therapeutic Case Management Team is operated from CATC and combines case management and intensive in-home treatment of 32 severely emotionally disturbed children and their families.

During 1997, Wraparound Milwaukee was successful in helping to reduce the average daily residential treatment census from 350 to 250 while serving more children in the system at less cost than the County would have had to pay had these children been in residential care.

The shift to a community-based service system for children has also been reflected in services. Through a collaboration effort with Milwaukee Public Schools, CATC/MPS continues to provide a school based Day Treatment Program at Douglas Academy. MPS provides at least five teachers and three aides and CATC provides a clinical team of social workers, nurses, occupational therapists, psychologists and

# COUNTY EXECUTIVE'S 1998 BUDGET

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FUND: Enterprise - 770000

psychiatrists. This does not result in an expansion of CATC staff, but by consolidating all staff within one site, the program can increase in size to serve 35-40 severely emotionally disturbed children.

While the utilization of inpatient services has declined with the emphasis on community-based care through the Wraparound Program, there is still a significant need for short-term inpatient psychiatric care for children and adolescents. With the closure of DePaul and Greenbriar and downsizing in other facilities, there are fewer inpatient facilities for children and adolescents. CATC remains the largest such provider, and the only facility that can accept emergency detentions and perform the inpatient and outpatient screenings for children in the Children's Court system.

In 1998, the three shelter care units operated by New Beginnings and the Plank Road School will relocate to CATC. An appropriation of \$141,500 is included in the Management/Support Division for remodeling CATC to meet required State codes. The relocation is planned to occur in July, 1998 so that the school year will not be interrupted. CATC has three vacant units to accommodate up to 72 youth. Plank Road and CATC school, both operated by the Wauwatosa School District, will then be housed in the same building.

## BUDGET HIGHLIGHTS

- The 1998 budget for the Wraparound Program includes an additional \$15,610,554 in State funding. \$6,145,669 of these funds will be used to provide and purchase services for 500 severely emotionally disturbed children referred from the Children's Court System. \$9,464,885 of the additional funds will be used by the Wraparound Program to operate the Safety Services Program for the State Division of Children and Family Services in the two sites in which the County will be under contract to the State to provide case management services. Safety services are provided and purchased services intended to keep families intact and children safe and to build up the in-home supports and community linkages to help strengthen families so they will not be received to the Protective Service System again.
- To operate the Safety Service Program, several new positions are created in addition to two position transfers from the Department of Human Services:

Create 3 Clerk Typist 2  
Create 2 Safety Services Site Coordinator  
Transfer 1 Planning Analyst  
Transfer 1 Placement Resources Manager

Three positions of Clerk Typist 2 are created at a 1998 cost of \$74,217 Program and two positions of Safety Services Site Coordinator are created at a 1998 cost of \$95,508 to provide clerical and administrative oversight

for the two Safety Service Regions administered by Milwaukee County. One Planning Analyst and one Placement Resources Manager are transferred from DHS Youth Services at a combined cost of \$96,811 to assist in the management of Safety Services.

## MANAGEMENT/SUPPORT SECTION

### Program Description

The Management/Support/Evaluation Section includes costs associated with the overall operation of the Mental Health Division. These include General & Administrative, Fiscal, Patient Accounts & Admissions, Management Information Systems, Personnel, Maintenance, Security, Medical Records, Library, Pharmacy, Quality Assurance and Utilization Review, Dietary, Housekeeping, Linen, Stores, Clinical Administration, Medical Officer of the Day, and Professional Education. Expenditures are allocated to the Rehabilitation Centers/Nursing Facility, Adult Inpatient, Adult Community, Adult Crisis, and Child and Adolescent programs according to Medicare and Medicaid cost allocation methodologies reflective of services consumed by the programs.

## BUDGET HIGHLIGHTS

- Six positions that are budgeted in specific Community Services programs in 1997 are combined into an administrative organizational unit, increasing General and Administrative Services expenditures \$408,792 and reducing direct Community Services Branch expenditures accordingly, resulting in no MHD tax levy change.
- The clearance of a backlog in billing has allowed for a reduction and reassignment of clerical support in the Pharmacy Department. One Clerk Typist 2 position is transferred to the Community Services Branch where it will be funded by IMD relocation dollars as part of the Community Support Program expansion. This action results in a tax levy reduction of \$24,301.
- Due to the projected completion of the Phase II implementation of the CMHC/MIS, the Mental Health Division requires decreased consulting time from Arthur Andersen Consulting, thus reducing expenditures and tax levy \$85,000.
- The following positions are transferred from MHD to the Department of Human Services:

3 Hospital Maintenance Worker

The Hospital Maintenance Worker positions assigned to the Children's Court Center have been under the management of the Mental Health Maintenance Department. The Department of Human Services requests that they assume administrative responsibility

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** D.H.S. - MENTAL HEALTH DIVISION

**UNIT NO.** 6800

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for these positions. This action reduces expenditures \$93,436 and revenue from crosscharge from DHS by \$105,113, for a net tax levy increase of \$11,677.

Safety and Security. The duties for this position will be assumed by the MHD Environmental and Engineering Department and MHD Deputy Administrator.

- Expenditures for drugs that are reimbursable from third party providers increase \$1,313,806, offset by increased revenues of \$1,971,300, for a net tax levy decrease of \$657,494. As noted in the budget highlights for the Community Services and Crisis Services Branches, drug expenditures for the total Mental Health Division increase significantly in 1998, due to accounting changes, as well as price and usage increases. The MHD-wide drug expenditure increase is \$1,736,534, the revenue increase is \$1,971,300, for a net tax levy reduction of \$234,766.
- Abolish 1 Chef 2  
  
One position of Chef 2 is abolished for a 1998 savings of \$38,262. This position is abolished due to a reassignment of duties in the Dietary Department which increases efficiencies in the preparation of patient meals.
- Personnel expenditures and tax levy decrease \$49,877 as a result of eliminating the position of Director of

- Expenditures for Medical Officer of the Day Services are reduced \$217,326. As explained in the Adult Crisis Services Branch section, staff psychiatry positions partly offset this cost reduction. The net expenditure and tax levy reduction for the Mental Health Division is \$25,638.
- Expenditures for food decrease \$100,000 due to the closure of the ATLC and one Acute Adult unit.
- The Psychology Department has reduced the number of internships from 7 to 5 resulting in a net tax levy savings of \$43,868.
- An appropriation of \$141,500 is included in this Division to renovate CATC School and two residential wings of CATC in order to relocate Plank Road School and the temporary shelter facilities located north of Watertown Plank Road. These funds will be used to equip entrances with appropriate lock systems and fire protection to meet DOC code for juvenile facilities.

**EXPENDABLE TRUST ACCOUNTS**

The following, for informational purposes, are expendable trust accounts which may be utilized only for purposes which are legally mandated or where a formal trust relationship exists. The expenditures from these

organizational units are limited to the purpose specifically designated by the donor. These trusts are not included as part of the MHD operating budget.

<u>Org. Unit</u>	<u>Description of Expendable Trust</u>	<u>Estimated Balances as of 12/31/96</u>				
0701	MHC - Research Fund  Referred to as the Frieda Brunn Mental Health Research Fund, this fund was created in 1970 for the purpose of supporting mental health research. Expenditure recommendations from this fund are made by the Research Committee at MHD.	\$304,000				
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><u>Expenditure</u></td> <td style="text-align: right;"><u>Revenue</u></td> </tr> <tr> <td style="text-align: left;">\$25,000</td> <td style="text-align: right;">\$25,000</td> </tr> </table>	<u>Expenditure</u>	<u>Revenue</u>	\$25,000	\$25,000	
<u>Expenditure</u>	<u>Revenue</u>					
\$25,000	\$25,000					
0702	MHC - Patient Activities and Special Events  This fund is comprised of various trusts which stipulate the expenditures should be made to provide for special patient activities and fund special events.	\$138,000				
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><u>Expenditure</u></td> <td style="text-align: right;"><u>Revenue</u></td> </tr> <tr> <td style="text-align: left;">\$10,100</td> <td style="text-align: right;">\$10,100</td> </tr> </table>	<u>Expenditure</u>	<u>Revenue</u>	\$10,100	\$10,100	
<u>Expenditure</u>	<u>Revenue</u>					
\$10,100	\$10,100					

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** JOHN L. DOYNE HOSPITAL TRANSITION

**UNIT NO.** 7100

**FUND:** Enterprise - 710000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 46.21 of the Wisconsin State Statutes, the John L. Doyne Hospital (Doyne Hospital) operates as a separate enterprise fund of Milwaukee County.

Doyne Hospital, formerly located at 8700 West Wisconsin Avenue, provided inpatient, outpatient and emergency patient care services as well as educational and research opportunities as prescribed by the Mission Statement adopted by the Milwaukee County Board of Supervisors on May 17, 1990. Doyne Hospital was fully accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and served as a major teaching hospital in the Milwaukee metropolitan area and was a

member of the Milwaukee Regional Medical Center. In September, 1995, the County Board of Supervisors adopted resolution 94-801(a)(e) authorizing the closure of John L. Doyne Hospital (JLDH) and the sale and lease of its assets to Froedtert Memorial Lutheran Hospital, in December, 1995. In 1996, a JLDH Transition Team budget was created to reflect the costs associated with closure of the hospital including the liquidation of assets not sold, the preparation of fiscal reports for 1995 and activities related to the sale of the property. The 1998 budget continues these activities with emphasis on the collection of accounts receivable.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 2,234,436	\$ 175,547	\$ 176,468	\$ 921
Fringe Benefits	323,336	0	0	0
Services	1,650,255	232,385	503,288	270,903
Commodities	5,911	2,000	2,000	0
Other Charges	-341,653	0	0	0
Capital Outlay	0	0	0	0
Contractual Crosscharges	343,173	6,144	6,144	0
Abatements	0	-66,824	-92,862	-26,038
<b>Total Expenditures</b>	<b>\$ 4,215,458</b>	<b>\$ 349,252</b>	<b>\$ 595,038</b>	<b>\$ 245,786</b>
Net Patient Revenue	0	0	0	0
Non-Patient Revenue	6,363,542	428,058	887,916	459,858
<b>Total Revenues</b>	<b>\$ 6,363,542</b>	<b>\$ 428,058</b>	<b>\$ 887,916</b>	<b>\$ 459,858</b>
<b>Property Tax Levy</b>	<b>\$ -2,148,084</b>	<b>\$ -78,806</b>	<b>\$ -292,878</b>	<b>\$ -214,072</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$78,806 to \$0. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$87,916 to \$-204,962 for a tax levy change of \$-204,962.

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	2.0	2.0	2.0	0.0
Overtime Hours	0	0	0	0
Overtime Dollars	\$0	\$0	\$0	\$0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** JOHN L. DOYNE HOSPITAL TRANSITION

**UNIT NO.** 7100

**FUND:** Enterprise - 710000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	0.0	0.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	0.0	0.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**BUDGET HIGHLIGHTS**

- In accordance with County Board Resolution 94-801(a)(e), John L. Doyne Hospital (JLDH) terminated operations December 31, 1995. The 1998 budget for JLDH reflects the continuing costs associated with closure of the hospital including the collection of accounts receivable and the preparation of fiscal reports for 1997. The continuation of the JLDH Transition Team beyond the end of 1997 is necessary due to 1) the large number of patient accounts remaining to collect; 2) delays in completing the investigation of the credit balance accounts; 3) the account inquires by patients and other parties being higher than anticipated; 4) an on-going need to research patient records for the collection agencies; 5) continued discussion regarding the closure with Medicare and Medicaid regarding the final cost report for 1995; and 6) expansion of the tax intercept program with the State Department of Revenue (WDOR) for collection of outstanding patient accounts.
- In accordance with Generally Accepted Accounting Principals (GAAP), all costs associated with sale and closing of John L. Doyne Hospital were booked in the year in which the decision to liquidate the asset occurs. Continuing costs for the JLDH transition team for 1998 are offset from two sources: 1) by revenues from a reserve fund established as part of the 1995 County operating budget and 2) revenues collected through the tax intercept program with the WDOR.
- In 1997, the Transition Team became a participant in the Wisconsin Department of Revenue (WDOR) Tax Intercept Program for Counties and Municipalities. Section 71.935 of the Wisconsin Statutes permits the WDOR to set off taxpayer refunds and other refundable credits against certain county or municipality debts. In March, 1997, the Transition Team referred approximately 9,000 accounts, approximately half of the JLDH patient accounts, to the WDOR Program and intends to refer the remaining accounts during 1997. The 1998 budget includes \$400,000 in projected revenues to Milwaukee County net of WDOR administrative fees and collection agency commissions.
- The 1998 budget continues the operation of the JLDH patient accounts receivable staff. The following positions associated with fiscal services and administrative services are retained as personnel in Org. Unit 7100 to function on the Transition Team and will be responsible for patient accounts receivable and closure of JLDH's financial records. The cost associated with these positions accounts for \$178,768

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: JOHN L. DOYNE HOSPITAL TRANSITION

UNIT NO. 7100

FUND: Enterprise - 710000

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of 1998 expenditures. An additional amount of \$165,970 is budgeted for short-term contractual services.

- 1 Chief Operating Officer
- 1 Director of Patient Business Services

- The contractual services account includes an estimated \$300,000 payment to Froedtert Memorial Lutheran Hospital for payment of parking fees collected under the land lease agreement with Milwaukee County. This payment is completely offset with \$300,000 of parking revenues for no tax levy impact to Milwaukee County. The agreement requires Milwaukee County to distribute all parking revenues collected for purposes of repair and maintenance of the parking lots.
- Administrative oversight for the JLDH Transition Team will continue to be provided by the Director of the

Department of Administration. The Chief Operating Officer for JLDH will be administratively responsible for all operations of the transition team. In addition, the Chief Operating Officer will also be responsible for the Firms Replacement/Year 2000 Transition Capital budget (ABACUS Project). A crosscharge of \$92,862 to the capital budget is included for 90% of the cost of the Chief Operating Officer position.

- The Chief Operating Officer of the JLDH Transition Team has the ability to administratively adjust the expenditures of the Transition Team with Department of Administration review and approval as long as those adjustments do not exceed the overall expenditure appropriation for the Transition Team. The Department of Administration will process any necessary fund transfers for the Transition Team.



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY HEALTH RELATED PROGRAMS

UNIT NO. 7200  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have management of the business and concerns in all cases where no other provision is made. The Emergency Medical Services (Paramedics) Program operates under Chapter 97 of the Milwaukee County General Ordinances pertaining to comprehensive

emergency medical care services. The General Assistance-Medical Program (GA-MP) is the County's health care financing/delivery system for indigent persons residing within Milwaukee County. GA-MP is governed by Chapter 49 of the Wisconsin Statutes and Milwaukee County Ordinance 32.90.

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 2,196,455	\$ 1,769,666	\$ 2,007,642	\$ 237,976
Fringe Benefits	568,553	-8,851	0	8,851
Services	7,737,897	8,266,450	8,483,050	216,600
Commodities	59,797	216,850	339,336	122,486
Other Charges	35,908,115	38,316,240	37,548,422	-767,818
Capital Outlay	38,922	100,688	70,131	-30,557
Contractual Crosscharges	408,113	203,534	150,186	-53,348
Abatements	-33,923	-23,976	-53,800	-29,824
<b>Total Expenditures</b>	<b>\$ 46,883,929</b>	<b>\$ 48,840,601</b>	<b>\$ 48,544,967</b>	<b>\$ -295,634</b>
State & Federal Revenue	\$ 14,734,708	\$ 16,675,600	16,390,000	\$ -285,600
Other Direct Revenue	4,742,886	4,297,236	4,499,000	201,764
Total Direct Revenue	\$ 19,477,594	\$ 20,972,836	\$ 20,889,000	\$ -83,836
Property Tax Levy	\$ 27,406,335	\$ 27,867,765	\$ 27,655,967	\$ -211,798

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$605,934 to \$28,473,699. Inclusion of these costs plus the cost of Mailroom Services in the 1998 budget would increase tax levy by \$1,045,634 to \$28,701,601, for a tax levy change of \$227,902.

## OBJECTIVES

1. Maintain high quality paramedic services while implementing system efficiencies and continuation of training services in basic and advanced life support.
2. Coordinate and implement the recommendations of the Health Care Policy Task Force related to the General Assistance - Medical Program.
3. Fully implement and enhance the Community Based Primary Care delivery model which was outlined in the conceptual plan for delivery model approved by the County Board in July, 1997.
4. Implement program-based Demand Management and Quality Assurance programs within the General

Assistance - Medical Program to insure high-quality, cost-effective care.

## PROGRAM DESCRIPTION

The Division of County Health Related Programs (CHRP) is comprised of various programs which pertain to health related services. Some of these services were previously performed under the auspices of John L. Doyne Hospital (JLDH). The Department of Administration is administratively responsible for the Division of County Health Related Programs. The Division of County Health Related Programs is comprised of the following programs: the Emergency Medical Services Program (Paramedics), the School of Nursing (SON), the International Health Training Center (IHTC), the General Relief-Medical Program (GA-MP), and miscellaneous expenditures. The Division of County Health

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY HEALTH RELATED PROGRAMS

**UNIT NO.** 7200

**FUND:** General - 010000

Related Programs also serves as the coordinating function for employee health services.

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Administration	Expenditure	\$ 351,128	\$ 1,277,952	\$ 669,248	\$ -608,704
	Abatement	33,923	23,976	53,800	29,824
	Revenue	<u>1,495</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ 315,710	\$ 1,253,976	\$ 615,448	\$ -638,528
Emergency Medical Services (Paramedics)	Expenditure	\$ 7,268,519	\$ 8,427,832	\$ 9,059,019	\$ 631,187
	Revenue	<u>5,207,963</u>	<u>3,900,000</u>	<u>4,438,000</u>	<u>538,000</u>
	Tax Levy	\$ 2,060,556	\$ 4,527,832	\$ 4,621,019	\$ 93,187
School of Nursing	Expenditure	\$ 1,707,386	\$ 738,217	\$ 0	\$ -738,217
	Revenue	<u>408,457</u>	<u>126,050</u>	<u>0</u>	<u>-126,050</u>
	Tax Levy	\$ 1,298,929	\$ 612,167	\$ 0	\$ -612,167
International Health Training Center	Expenditure	\$ 174,621	\$ 233,686	\$ 50,000	\$ -183,686
	Revenue	<u>108,294</u>	<u>183,686</u>	<u>0</u>	<u>-183,686</u>
	Tax Levy	\$ 66,327	\$ 50,000	\$ 50,000	\$ 0
General Assistance Medical Program	Expenditure	\$ 37,288,352	\$ 38,106,890	\$ 37,945,500	\$ -161,390
	Revenue	<u>13,751,385</u>	<u>16,763,100</u>	<u>16,441,000</u>	<u>-322,100</u>
	Tax Levy	\$ 23,536,967	\$ 21,343,790	\$ 21,504,500	\$ 160,710
Other Health Related Programs	Expenditure	\$ 60,000	\$ 80,000	\$ 875,000	\$ 795,000
	Revenue	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
	Tax Levy	\$ 60,000	\$ 80,000	\$ 865,000	\$ 785,000

<b>PERSONNEL SUMMARY</b>				
	<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Position Equivalent	52.9	43.6	48.5	4.9
Overtime Hours	2,768.4	1,158	752	-406
Overtime Dollars	\$36,088	\$30,742	\$22,516	\$-8,226

The Department of Administration - County Health Related Programs personal services have been reduced by \$43,759 to establish a net salary budget that is 97.70% of gross wages. For 1997, the Department of Administration - County Health Related Programs had a net salary budget that was 97.48% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY HEALTH RELATED PROGRAMS

**UNIT NO.** 7200  
**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	2.0	2.0	0.0
Clerical (F)	5.0	5.0	0.0
Paraprofessional (E)	5.0	6.0	1.0
Professional (B)	68.0	72.0	4.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	11.0	11.0	0.0
<b>TOTAL</b>	<b>91.0</b>	<b>96.0</b>	<b>5.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
EMS Instructor	Create	2 Positions	Paramedics	\$ 102,252
EMS Supervisor	Abolish	731 Hours	Paramedics	-16,148
Paramedic Train/Paramedic Hourly	Abolish	1,182 Hours	Paramedics	-18,052
Contract Administrator - Paramedics	Unfund	1 Position	Paramedics	-43,655
School of Nursing Program Director	Retain	1 Position	Paramedics	67,309
Client Services Coordinator	Create	1 Position	GA-MP	35,351
Health Care Plan Specialist	Create	1 Position	GA-MP	40,042
			<b>TOTAL</b>	<b>\$ 167,099</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HEALTH RELATED PROGRAMS**

**UNIT NO. 7200**

**FUND: General - 010000**

<b>ADMINISTRATION</b>			
	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Expenditures	\$ 1,277,952	\$ 669,248	\$ -608,704
Abatements	23,976	53,800	29,824
Revenues	0	0	0
Tax Levy	\$ 1,253,976	\$ 615,448	\$ -638,528

**ADMINISTRATION (Section 7210)**

The Division of County Health Related Programs contains an administration section which contains costs associated with the overall management of the division and the provision of coordinated employee health services.

**BUDGET HIGHLIGHTS**

- The Personnel Budget for the Division reflects the discontinuance of allocating costs for the Hearing Officer (DSS) position which has been split between the Division of County Health Related Programs and the Department of Human Services. This position will continue to perform hearings for both the Division and DHS, however, the cost of the position is reflected in the Division budget.
- The Administration Budget includes \$55,000 in the Professional Service Fees - Recurring Operations account which reflects the costs associated with pre-employment exams, TB tests and other employment related medical services which Milwaukee County may require for County employees. Most of this cost will be charged out to various County departments during 1998 as County employees are referred for service. The cost for the actual medical services is abated out, while the Division budget reflects the administrative cost for the contract. Other County departments will reflect a charge for medical service fees whenever those services are delivered.
- The 1998 budget for Professional Service Fees - Nonrecurring Operations includes \$45,000 in expenditure authority which will be used to continue the contract with the Planning Council for Health and Human Services for the data analysis on the impact of the General Assistance - Medical Program changes and the shift of services from hospital based care to community health centers. This continued analysis was recommended by the Health Care Policy Task Force.
- The 1998 Paramedic Budget includes a \$100,000 appropriation for a special study to be conducted of the Emergency Medical Services System (EMS) and the County/Municipality operation of that system. The current policies and structure, established in 1976, will be reviewed to ensure operating efficiencies, balanced cost-sharing arrangement, proper oversight and control and effective public safety. The overall study will address EMS staffing, site distribution, revenues and cost sharing, structure of the oversight committee and effective response zones. The study is anticipated to be concluded by August, 1998.
- Expenditures for the Division of County Health Related Programs reflect a reallocation of costs related to funding the County's continuing obligation for pension costs related to United Regional Medical Services Labs and Radiology (URMS). These costs have been reallocated to the Other County Health Related Services Section within the Division of County Health Related Programs.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HEALTH RELATED PROGRAMS**

**UNIT NO. 7200**

**FUND: General - 010000**

<b>EMERGENCY MEDICAL SERVICES (PARAMEDICS)</b>			
	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
<b>Expenditures</b>			
Community Support	\$ 694,291.3	\$ 7,322,170	\$ 379,257
Education/Training	622,992	772,140	149,148
Communications Center and General	861,927	964,709	102,782
<b>Total Expenditures</b>	<b>\$ 8,427,832</b>	<b>\$ 9,059,019</b>	<b>\$ 631,187</b>
<b>Revenues</b>			
Paramedic Cost Recovery	3,800,000	4,350,000	550,000
Other	100,000	88,000	-12,000
<b>Total Revenue</b>	<b>\$ 3,900,000</b>	<b>\$ 4,438,000</b>	<b>\$ 538,000</b>
<b>Tax Levy</b>	<b>\$ 4,527,832</b>	<b>\$ 4,621,019</b>	<b>\$ 93,187</b>

**PARAMEDICS (Section 7220 & 7270)**

The Emergency Medical Services Program (Paramedics) is a Milwaukee County supported paramedic service designed to benefit the entire community. There are two major components to the area-wide service: the community support component provides for 14 paramedic units to serve Milwaukee County, and the hospital support component provides an education/training center for initial and refresher paramedic training and a communication center staffed with emergency medical communicators to handle local and regional emergency calls. Professional medical staff support for the program is provided through separate professional service contracts. Because Emergency Medical Services are broad-based community programs, these services are funded primarily by County tax levy and are partially offset with revenues from the Paramedic Cost Recovery Program.

**BUDGET HIGHLIGHTS**

- \$102,252 Create 2 Emergency Medical Services Instructor
- (5,834) Abolish 382 hours Paramedic/Training Paramedic
- (16,148) Abolish 731 hours EMS Supervisor
- (5,800) Abolish 158 hours of Overtime
- \$ 74,470

The 1998 budget includes the creation of two Emergency Medical Services Instructor positions to address the expansion of the training schedule for advanced life support and pediatric advanced life support classes, and the need to provide 24-hour field coverage services for Paramedics in training. In addition, the creation of two full-time EMS Instructor positions and the abolishment of EMS Supervisor and Paramedic/Training Paramedic hours allows for more flexibility in scheduling and reduces the cost for

overtime in the training center.

- \$67,309 Retain 1 SON Program Director
- (43,655) Unfund 1 Contract Administrator (Paramedics)
- (23,654) Reduce Salaries and Wage Account
- \$ 0

The position of School of Nursing Program Director is retained to oversee the Paramedics section offset by unfunding the position of Contract Administrator (Paramedics) and reducing the salaries and wage account. In addition to the requirements needed for the Contract Administrator (Paramedics) position, the School of Nursing Program Director position will provide the expertise needed to run the training center and represent the County EMS Educational Program at State and National Government levels and before accreditation bodies and licensing bodies. This position will also handle any unresolved School of Nursing financial, educational and closure issues.

- \$(12,218) Abolish 800 hours of Paramedic/Training Paramedic
- 12,000 Reduce Revenue
- \$ (218)

Paramedic/Training Paramedic hours are reduced by 800 hours due to discontinuing the contract for Paramedic services for the Milwaukee Mile. The revenues from this contract are minimal and do not offset the County's liability for Worker Compensation Claims.

- An increase of \$379,257 has been budgeted to reflect the costs associated with continuation of County support to local municipalities for the Paramedics.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HEALTH RELATED PROGRAMS**

**UNIT NO. 7200**

**FUND: General - 010000**

- The 1998 budget includes an appropriation for a contract with the Medical College of Wisconsin for provision of services necessary for operation of the Paramedic Program. These services include personnel for the positions of Medical Director, Assistant Medical Director, physicians and residents to staff the communication base on a 24-hour seven-day-a-week basis and clerical and administrative support for these positions. These services, which had been provided by the Medical College of Wisconsin as part of the John L. Doyne Hospital, are critical for meeting the medical control and provision for medical supervision of municipalities operating paramedic programs.
- The 1998 budget includes an increase of \$24,145, from \$247,730 to \$271,875, for billing services performed by Midwest Medical Claims, whose rate of reimbursement for 1998 will be 6.25% of net collections, estimated to be \$4,350,000 for 1998.
- The Replacement Machinery and Equipment account increases \$14,193, from \$18,132 to \$32,325, due primarily for CPR equipment needed for the training center. Appropriations for replacement data processing equipment increase \$3,500, from \$14,000 to \$17,500.
- Paramedic cost recovery revenues increase \$550,000, from \$3,800,000 to \$4,350,000, to reflect actual revenues for the previous year and an anticipated rate

increase of 25% to the base bill. The base bill amount for a paramedic transport increased \$90 in June of 1997, from \$360 per transport to \$450 per transport, plus any billable, expendable supplies or equipment. The Paramedic Program adjusts the costs for expendable supplies and equipment based on purchase price and regional average charges. For 1998, an appropriation of \$50,000 is included in the Paramedic Cost Recovery revenue for collection of delinquent accounts utilizing the Tax-Intercept Program.

- The Paramedic Program has established the following fee schedule for courses and training sessions which it may provide to non-contract municipalities or individuals.

COURSE	FEE
Advanced Cardiac Life Support Training w/ CPR	\$275/Person
Pediatric Advanced Cardiac Life Support Training	\$250/Person
Pediatric Advanced Cardiac Life Support Training w/ CPR	\$275/Person

SCHOOL OF NURSING			
	1997 Budget	1998 Budget	1997/1998 Change
Expenditures	\$ 738,217	\$ 0	\$ -738,217
Revenues	126,050	0	-126,050
Tax Levy	\$ 612,167	\$ 0	\$ -612,167

**SCHOOL OF NURSING (Section 7230)**

The School of Nursing program was a County operated diploma program that was previously part of John L. Doyne Hospital operations. The 1998 budget reflects the discontinuance of the School of Nursing. Costs associated with the County commitment to the Milwaukee School of Engineering have been moved to the Other County Health Related Services Section.

**BUDGET HIGHLIGHTS**

- Remaining issues related to the School of Nursing including State, Federal and accreditation closure contracts, student affairs, and the fiscal and student issues with MSOE will be handled by the former position of School of Nursing Director while overseeing the Paramedics Program.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HEALTH RELATED PROGRAMS**

**UNIT NO. 7200**  
**FUND: General - 010000**

<b>INTERNATIONAL HEALTH TRAINING CENTER</b>			
	1997 Budget	1998 Budget	1997/1998 Change
Expenditures	\$ 233,686	\$ 50,000	\$ -183,686
Revenue-USAID Grant	112,500	0	-112,500
Training	71,186	0	-71,186
Tax Levy	\$ 50,000	\$ 50,000	\$ 0

**INTERNATIONAL HEALTH TRAINING CENTER  
 (Section 7240)**

The International Health Training Center (IHTC), a program previously operated under the administrative authority of John L. Doyne Hospital, became a part of the Division of County Health Related Programs in 1996. The Division of County Health Related Programs is only responsible for administrative oversight to the International Health Training Center. Programmatic and fiscal oversight is through the MIHTC Program Committee. The MIHTC Program Committee and staff shall be responsible for adhering to all County Board resolutions and other directives.

revenues to indicate County tax levy support for the program. Expenditures are budgeted primarily for personal services, social security and miscellaneous charges. Revenues have been adjusted to reflect the discontinuation of the Federal grant from the United States Agency for International Development and to reflect current training revenue projections. Expenditures and revenues for 1998 will be distributed through a fund transfer in keeping with the 11-year-old resolution regarding IHTC's annual budget being reviewed and approved by the Health and Human Needs Committee. Milwaukee County, through the Division of County Health Related Programs and other County departments, will continue to provide certain "in-kind" benefits to the program.

**BUDGET HIGHLIGHTS**

- The 1998 budget for the International Health Training Program reflects an adjustment of expenditures and
- A restructuring initiative of the IHTC began in 1997.

<b>GENERAL ASSISTANCE - MEDICAL PROGRAM</b>			
	1997 Budget	1998 Budget	1997/1998 Change
<u>Expenditures</u>			
Administration	\$ 1,276,918	\$ 1,272,278	\$ -4,640
Medical Expenses	36,622,222	36,673,222	51,000
Interim Disability Assist. Prog.	207,750	0	-207,750
Total Expenditures	\$ 38,106,890	37,945,500	-161,390
<u>Revenues</u>			
State Reimbursement	\$ 16,563,100	\$ 16,390,000	\$ -173,100
Refunds and Recoveries	200,000	51,000	-149,000
Total Revenues	\$ 16,763,100	\$ 16,441,000	\$ -322,100
Tax Levy	\$ 21,343,790	\$ 21,504,500	\$ 160,710

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: COUNTY HEALTH RELATED PROGRAMS**

**UNIT NO. 7200**  
**FUND: General - 010000**

**GENERAL ASSISTANCE - MEDICAL PROGRAM  
 (Section 7250)**

The General Assistance-Medical Program (GA-MP) is the County's health care financing system for indigent persons currently residing within Milwaukee County. During 1995, the State of Wisconsin developed a medical relief block grant for Milwaukee County and State reimbursement is limited to \$16.6 million.

**BUDGET HIGHLIGHTS**

- \$40,042      Create 1 Health Care Plan Specialist  
    35,351      Create 1 Client Services Coordinator  
    \$75,393

Personal service changes reflect the costs associated with the creation of one Health Care Plan Specialist and one Client Services Coordinator. The Health Care Plan Specialist position is necessary to address the coordination and effective enrollment of referred clients to GA-MP as clients of the program are shifted from hospital based care to outpatient community based centers. In addition, this position is critical to continue the development of the Primary Care Clinic Program and to effectively communicate with those clinics regarding GA-MP clients and GA-MP policies and payments. The Client Services Coordinator position will function as the coordinator between GA-MP, area hospitals/clinics and the social service agency which provides and assists clients in receiving benefits from other programs. This position will insure GA-MP remains the payor of last resort as clients will be referred to and assisted with obtaining benefits from other social service programs.

- During 1997, the following positions were created to perform demand management, case review and coordination of speciality medical services for the GA-MP: one Clinical Supervisor, one Registered Nurse II (Utilization Review) (Full-Time) and two Registered

Nurse II (Utilization Review) (Part-Time). The cost of these positions was more than offset with the discontinuation of the Froedtert contract for Utilization Review.

- Contractual services appropriations include \$416,667 for claims payment, special report generation and fiscal services provided by EDS.
- The 1998 budget eliminates \$207,750 in expenditures and associated revenues for the DHS Interim Disability Assistance Program. The State will not reimburse GA-MP for this program because it is not considered a chargeable medical expense. The total cost for this program is budgeted in the Department of Human Services as tax levy.
- GAMP expenditures for 1998 related to the provision of medical services remain unchanged from the prior year and State Reimbursement for medical expenditures remains budgeted at 45%. Accounting adjustments to expenditures and revenues reflect the receipt of refunds and recoveries from prior year(s) activities which cannot be claimed against State reimbursement. The distribution of funds allocated for medical services will be recommended by the Health Care Policy Task Force for approval by the County Board of Supervisors and the County Executive.
- Revenues have been adjusted to reflect the elimination of crosscharges from the Department of Human Services, Securities Division, and the associated revenue from the program. This accounts for a reduction in costs for the GA-MP and a \$200,000 reduction in revenues. The Department of Human Services will continue to collect and work with GA-MP on collections for services provided to GA-MP clients and the DHS budget will reflect a surplus of revenue from this activity.

<b>OTHER COUNTY HEALTH RELATED SERVICES</b>			
	1997 Budget	1998 Budget	1997/1998 Change
Expenditures	\$ 80,000	\$ 875,000	\$ 795,000
Revenues	0	10,000	10,000
Tax Levy	\$ 80,000	\$ 865,000	\$ 785,000

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: COUNTY HEALTH RELATED PROGRAMS

UNIT NO. 7200

FUND: General - 010000

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## OTHER COUNTY HEALTH RELATED SERVICES (Section 7260)

Expenditures for other services which Milwaukee County supports through direct financial aid are reflected in this section.

### BUDGET HIGHLIGHTS

- Expenditures include \$100,000 related to Milwaukee County's obligation to the Milwaukee School of Engineering.

- The payment to the United Regional Medical Services (URMS) program decreases \$115,000, from \$800,000 to \$685,000, due to actual experience. For 1997, the payment was budgeted in the Administration Section.

- Expenditures for 1998 also include \$80,000 for the following programs:

\$50,000 to the Campaign for Our Children-Milwaukee, a program to reduce the incidence of teen pregnancy and promote sexual abstinence among children ages 9 to 14; and

\$30,000 to the AIDS Resource Center of Southeast Wisconsin for preventive educational services and services to individuals suffering from AIDS.



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT ON AGING

UNIT NO. 7900

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Under the Older Americans Act, the Milwaukee County Department on Aging is a Federal/State designated Area Agency on Aging for Milwaukee County. The Department on Aging's responsibilities are outlined in Chapter 53 of the General Ordinances of Milwaukee County and include planning, developing, providing, purchasing and coordinating services for the County's older adult population. The Department reports directly to the County Executive and provides staff support to the Milwaukee County Commission on Aging.

This Department provides a single entry point for older adults and their caregivers who are in need of elderly service information and assistance throughout Milwaukee County. Services provided by the Department on Aging are designed to provide an appropriate mix of community-based care and direct services to prevent the inappropriate and costly institutionalization of older adults.

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 4,974,536	\$ 5,119,034	\$ 5,441,245	\$ 322,211
Fringe Benefits	1,550,820	0	0	0
Services	690,401	600,695	642,663	41,968
Commodities	1,635,824	2,239,280	2,239,280	0
Other Charges	26,584,162	28,358,563	28,372,105	13,542
Capital Outlay	0	0	0	0
Contractual Crosscharges	2,012,019	1,123,677	1,209,956	86,279
Abatements	-871,908	-772,223	-815,381	-43,158
<b>Total Expenditures</b>	<b>\$ 36,575,854</b>	<b>\$ 36,669,026</b>	<b>\$ 37,089,868</b>	<b>\$ 420,842</b>
State & Federal Revenue	34,443,933	36,027,993	36,479,910	451,917
Other Direct Revenue	963,121	1,138,075	1,158,989	20,914
<b>Total Direct Revenue</b>	<b>\$ 35,407,054</b>	<b>\$ 37,166,068</b>	<b>\$ 37,638,899</b>	<b>\$ 472,831</b>
<b>Property Tax Levy</b>	<b>\$ 1,168,800</b>	<b>\$ -497,042</b>	<b>\$ -549,031</b>	<b>\$ -51,989</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental, IMSD crosscharges in the 1997 budget would increase tax levy by \$1,639,977 to \$1,142,935 for a tax levy change of \$-111,932. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$1,819,596 to \$1,270,565 for a tax levy change of \$127,630.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT ON AGING**

**UNIT NO. 7900**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Administration	Expenditure	\$ 839,010	\$ 746,632	\$ 815,381	\$ 68,749
	Abatement	<u>871,908</u>	<u>772,223</u>	<u>815,381</u>	<u>43,158</u>
	Tax Levy	\$ -32,898	\$ -25,591	\$ 0	\$ 25,591
Elderly Services	Expenditure	\$ 3,434,730	\$ 3,323,097	\$ 3,193,166	\$ -129,931
	Revenue	<u>2,741,323</u>	<u>2,742,755</u>	<u>2,763,904</u>	<u>21,149</u>
	Tax Levy	\$ -2,047,916	\$ -2,162,413	\$ 429,262	\$ 2,591,675
Elderly Nutrition	Expenditure	\$ 4,044,752	\$ 4,183,487	\$ 4,363,456	\$ 179,969
	Revenue	<u>3,854,505</u>	<u>4,145,421</u>	<u>4,219,688</u>	<u>74,267</u>
	Tax Levy	\$ 190,247	\$ 38,066	\$ 143,768	\$ 105,702
Information and Assistance	Expenditure	\$ 555,286	\$ 477,452	\$ 489,005	\$ 11,553
	Revenue	<u>524,874</u>	<u>584,243</u>	<u>584,243</u>	<u>0</u>
	Tax Levy	\$ 30,412	\$ -106,791	\$ -95,238	\$ 11,553
Washington Park	Expenditure	\$ 295,070	\$ 277,176	\$ 287,576	\$ 10,400
	Revenue	<u>23,211</u>	<u>15,959</u>	<u>15,959</u>	<u>0</u>
	Tax Levy	\$ 271,859	\$ 261,217	\$ 271,617	\$ 10,400
Case Management	Expenditure	\$ 12,117,562	\$ 11,843,071	\$ 11,925,589	\$ 82,518
	Revenue	<u>12,101,789</u>	<u>13,087,356</u>	<u>13,224,029</u>	<u>136,673</u>
	Tax Levy	\$ 15,773	\$ -1,244,285	\$ -1,298,440	\$ -54,155
Community Options Program Services	Expenditure	\$ 5,002,845	\$ 6,197,640	\$ 6,220,193	\$ 22,553
	Revenue	<u>5,002,844</u>	<u>6,197,640</u>	<u>6,220,193</u>	<u>22,553</u>
	Tax Levy	\$ 1	\$ 0	\$ 0	\$ 0
Community Options Waiver Program	Expenditure	\$ 9,616,659	\$ 8,663,777	\$ 8,864,081	\$ 200,304
	Revenue	<u>9,616,659</u>	<u>866,377</u>	<u>8,864,081</u>	<u>7,997,704</u>
	Tax Levy	\$ 0	\$ 7,797,400	\$ 0	\$ -7,797,400
Community Options Hospital Link Program	Expenditure	\$ 1,540,107	\$ 1,728,917	\$ 1,746,802	\$ 17,885
	Revenue	<u>1,540,108</u>	<u>1,728,917</u>	<u>1,746,802</u>	<u>17,885</u>
	Tax Levy	\$ -1	\$ 0	\$ 0	\$ 0

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	125.6	134.1	141.0	6.9
Overtime Hours	1,488.0	1,966	4,032	2,066
Overtime Dollars	\$132,501	\$53,105	\$109,116	\$56,011

Personal services for the Department on Aging have not been reduced to establish a net salary budget since all salary expenditures are charged to departmental grants. For 1997, the Department on Aging had a net salary budget that was 95.9% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT ON AGING

**UNIT NO.** 7900

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	4.0	4.0	0.0
Clerical (F)	11.0	12.0	1.0
Paraprofessional (E)	15.0	15.0	0.0
Professional (B)	103.0	110.0	7.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>133.0</b>	<b>141.0</b>	<b>8.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**DEPARTMENT DESCRIPTION**

The Milwaukee County Department on Aging (MCDA) was created in the 1991 budget to serve as Milwaukee County's designated Area Agency on Aging under the Older Americans Act and as the County's designated unit to administer aging programs. The Department plans for and services the fastest growing segment of the community and is responsible for developing and administering services to meet the needs of this segment of the population. It is one dedicated, specialized agency within Milwaukee County government to represent and serve the needs of the elderly.

The department integrates 26 Federal and State revenue streams including the Older Americans Act, the Senior

Community Services Program, the Alzheimer's Family and Caregiver Support Program, Base Community Aids, Community Options Program, Medical Assistance and the Medicaid Waiver Program. The Department on Aging serves as a co-lead with the Department of Human Services Adult Services Division in administering the Community Options Program, Community Options-Waiver Program, and Community Integration Program-II (CIP-II) and Community Integration Program-1B (CIP-1B) Programs. Revenue allocated for administration and case management for these programs is included in the budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT ON AGING**

**UNIT NO. 7900**

**FUND: General - 010000**

<b>COMMUNITY AIDS FOR THE DEPARTMENT ON AGING</b>			
	<u>1997</u>	<u>1998</u>	<u>1997/1998</u>
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
<b>I. Programs Requiring Match</b>			
Base Allocation	\$ 6,124,593	\$ 6,133,273	\$ 8,680
<b>II. Other Programs</b>			
Community Options Program-MA Waiver	\$ 10,002,681	\$ 10,354,090	\$ 351,409
Community Options	7,220,674	7,245,540	24,866
COP-Hospital Link	1,899,161	1,917,046	17,885
Alzheimer Caregiver	480,869	480,869	0
Community Integration Program II	759,120	1,417,921	658,801
Community Integration Program 1B	<u>3,096,422</u>	<u>2,451,691</u>	<u>-644,731</u>
Sub-Total	\$ 23,458,927	\$ 23,867,157	\$ 408,230
Grand Total	\$ 29,583,520	\$ 30,000,430	\$ 416,910

An increase of \$658,801 in CIP II funding is due to the addition of 44 permanent CIP II slots. A decrease of \$644,731 in CIP 1B funding reflects an adjustment by the State to more accurately reflect spending patterns for eligible developmentally disabled clients released from institutional care. All other increases reflect funding changes which occurred during the 1997 budget year.

**Administration** consists of the Director's Office and the Fiscal/Support Services Division. The major functions of the **Fiscal/Support Services** unit include personnel administration, budget development and administration, monitoring expenditures and revenues, and making projections for and monitoring compliance with all funding sources.

The **Elderly Services** unit provides a comprehensive network of support services through community-based agencies that assist older adults to remain independent in their homes as long as possible. These programs are funded through Older Americans Act and State revenue earmarked for elderly services. The unit is responsible for planning, research and program development. In addition, unit staff solicit, monitor, evaluate and administer contracts for a variety of services in the community. Staff also develop contracts and coordinate the request for proposal process with other County departments.

The Elderly Services unit provides staff support to the Milwaukee County Commission on Aging, its five standing committees and its Advisory Council. Unit staff assist the Commission in conducting public hearings and needs assessments as required under Federal statute, provide technical assistance and serve as a resource for businesses, universities and voluntary organizations interested in meeting the needs of older adults in the community.

The **Elderly Nutrition Program** is funded under Titles III-C-1 and III-C-2 of the Older Americans Act and other state and

federal funds received from the State of Wisconsin Bureau on Aging and the Bureau of Long Term Support. The program receives reimbursement for eligible elderly meals from the United States Department of Agriculture (USDA). Approximately twenty-three percent of the cost of the program is generated through participant contributions.

The purpose of the program is twofold:

1. To provide older persons, particularly those with low incomes, low-cost, nutritionally sound meals in strategically located congregate sites. Two of the 32 meal sites offer weekend meals to program participants. The program also seeks to reduce the social isolation of participants by providing supportive services including recreation, education and information about other programs and services available to older adults.
2. To provide home-delivered meals five to seven days a week to eligible frail, homebound, older adults. The program assists older adults in remaining independent and living within their own homes and provides limited gap-filling services in addition to meals.

The **Information and Assistance** unit has four primary functions: (1) to provide Milwaukee County's older adults, their caregivers, and the general public with one central number to call for assistance with emergencies 24 hours a day and to receive information and assistance about aging programs and services, including information about the availability of long-term support programs funded by the department; (2) to arrange short-term assistance for older adult callers with immediate or pressing needs; (3) to conduct telephone screening for long-term support programs including COP, COP-W, and Alzheimer's Family and Caregiver Support programs and services provided by community agencies under contract with the department; and (4) to provide community education to older adults, their families and caregivers on a broad range of subjects relating to aging,

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT ON AGING

UNIT NO. 7900

FUND: General - 010000

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including health insurance, preventive care, pre-retirement planning and changes in Federal and State entitlement programs.

The **Case Management** unit is responsible for conducting assessments, determining eligibility, developing case plans and providing ongoing, case-managed long-term support services to medically frail older adults. These services are funded under the COP, COP-Waiver, CIP-II, CIP1B, IMD, CSP, BCA and AFCSP. The Case Management unit also petitions the court for guardianship and protective placement, conducts annual Watts reviews, determines eligibility for community-based services, certifies one and two bed adult family care homes and certifies individuals for the Supplemental Security Income-Exceptional Expense (SSI-E) benefit.

The **Community Options Program** is a State-funded, long-term support program that provides payments to functionally impaired older adults to purchase in-home supportive services and avoid institutionalization. Older adults receiving payments through this unit receive case management services through the Department on Aging's Case Management unit. The Community Options Program unit of the Department on Aging provides direct payments to older adults under this program.

The **Community Options Waiver Program** is a Federally funded, long-term support program that provides payments to income-eligible, functionally eligible older adults to purchase a wide variety of in-home supportive services. Older adults receiving payments through this program receive case management services through the Department on Aging's Case Management Unit.

The **Community Options Hospital Link** is a Federal/State demonstration project which was initiated in June, 1990. The purpose of this project is to improve the coordination of services provided to older adults who are in need of long-term support services following their hospital discharge, thus reducing return hospital visits and premature nursing home placement. The COP-Hospital Link project provides intensive, short-term care management and assistance to hospitalized older adults and "links" them to ongoing, long-term support services provided through the Department on Aging's COP-Waiver program following discharge from the hospital. Case management services are provided to these individuals by the department's Case Management Section staff.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT ON AGING

**UNIT NO.** 7900  
**FUND:** General - 010000

<b>PERFORMANCE BASED BUDGET</b>			
		<i>Objective</i>	<i>Performance Measurement</i>
1.	Position the Department to be the Single Entry Point to long term care services for older adults in Milwaukee County.	Publicize and promote the availability of accurate information, short-term assistance and easy access to benefits, services and entitlements to all older adults.	Calls to the Elderlink Information and Assistance Hotline and the MCDA Web site increase by 25% (12-01-98).
2.	Position the Department to be the Case Management entity for older adults in need of long term care services	Offer choice-based, managed long term care services for older adults in Milwaukee County.	Provide holistic assessments and consumer-driven care plans to 3,500 older adults and flexible care management for 2,500 elders who seek publicly funded LTC services in Milwaukee County (ongoing).
3.	Maximize Federal, State and local revenue streams.	Provide high quality, cost-effective, long-term care services to functionally and financially eligible older adults.	Internal audits for technical compliance and customer satisfaction on 20% of case-managed cases will occur annually (12-01-98).
4.	Consolidate and integrate disparate internal data bases.	To provide comprehensive and accurate data for use in client reporting, fiscal monitoring and programmatic analysis and forecasting.	Full implementation of DARC (Date for Aging Resources Centers) by 12-01-98.
5.	Involve consumers, caregivers and the public in planning, developing and advocating for a fully-funded, choice-based long term care system.	Publicly funded programs receive public oversight in every facet of their operation.	Attendance by caregivers, consumers and the public at the Commission on Aging and the Long Term Care Planning Committee meetings will increase by 25% (12-01-98).
6.	Provide dietary supplements for elderly having special dietary needs at congregate meal sites.	Pioneer an initiative at selected nutrition sites whereby diabetic and other health-concerned seniors will have the opportunity to request fresh fruit in lieu of more sugar-dense items on the menu. This will provide greater flexibility and more options that are health-enhancing for older adults.	Congregate meal participation has steadily declined over recent years. More flexibility in food choices due to health related problems of elderly people will increase attendance at meal sites by 10% (12-01-98).

**BUDGET HIGHLIGHTS**

**DEPARTMENTAL**

- Department on Aging expenditures increase by \$420,842 from \$36,669,026 in 1997 to \$37,089,868 for 1998. Expenditure increases include \$322,211 in salaries, \$41,968 for services, \$13,542 for Other Charges and \$86,279 in internal service charges, partially offset by increased abatements of \$43,158.
- Appropriations for salaries and social security increase \$322,211, primarily due to the elimination of Vacancy and Turnover which was budgeted at \$217,238 for 1997. Two positions of Human Service Worker were created in December, 1996 at a cost of \$76,218 for the Case Management Unit.
- Revenues increase \$472,831, including increases of \$658,801 in CIP II, \$331,992 in COP Waiver, \$62,168 in COP, partially offset by a \$644,731 decrease in CIP 1B funding.
- For 1998, the Department on Aging will begin using departmental staff to investigate and report elder abuse. In prior years, the Department contracted for these

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT ON AGING

UNIT NO. 7900  
FUND: General - 010000

services with a community agency. The 1997 implementation of 24-hour emergency response capability, the creation of a Special Service Unit for at risk elders and full funding of authorized positions makes it possible for the Department to assume these additional duties. Two Human Service Workers will receive special training to perform investigations. A total of \$50,000 for legal fees is budgeted to prosecute elder abuse cases.

- The Department on Aging will collect data on requests for personal care and chore services from functionally impaired older adults. The requests for assistance will be summarized and compared to available resources in order to propose alternatives to expand service delivery. The Department currently has a wait-list of 2,000 persons who need assistance with personal care, housekeeping and chores.
- The 1998 Recommended Budget continues the accounting changes instituted in the 1997 Budget. Employee Fringe Benefits and Central Service Allocation were eliminated as expenditures. However, to recover direct revenues associated with those charges, the Department on Aging will continue to charge funding agencies for the actual cost of Fringe Benefits and Central Service Allocation.

## ELDERLY SERVICES

- Purchase of service contracts decrease by \$129,931 primarily due to a reduction of \$168,651 in purchased services for elder abuse reporting and investigation.

## ELDERLY NUTRITION

	1997 <u>Actual</u>	1998 <u>Budget</u>	1997/98 <u>Change</u>
Number of Meal Sites Open	33	32	-1
Number of Meals Served			
At Meal Sites	530,388	480,276	-50,112
Home-Delivered Meals	255,057	255,057	0
Total Meals Served	785,445	735,333	-50,112

- Congregate Meal Program costs of \$3,089,844 and Home Delivered Meal Program costs of \$1,373,621 are partially offset by \$2,524,975 in Title III grant funds, \$993,878 in combined donations and carryover donations, \$458,543 in USDA reimbursements, \$93,140

in \$85.21 funds, and other reimbursement revenue of \$149,152.

- \$85.21 revenue increases \$7,510, from \$85,630 in 1997 to \$93,140 for 1998. This revenue is increased in the 1997-1999 State Budget and is used to subsidize the transportation of elders to and from congregate meal sites.
- The Department is considering the addition of a meal site in Southwestern Milwaukee County in 1998.

## INFORMATION AND ASSISTANCE

- The Information and Assistance Unit will continue to expand collaboration efforts with the community at large to identify available services, gaps in services and duplication of services. This unit will provide ongoing awareness and early identification of isolated and impaired elderly persons and will attempt to bridge needs which were identified in the Development of the Emergency Service Plan. The need for overnight shelters, specialized transportation and assistance during heat and cold emergencies were identified as areas which need more resources.
- Efforts will continue to link the Information and Assistance network with vendors in the community to avoid duplication of services and to provide better service to older adults. The Information and Assistance unit will continue to extend telecommunications with private vendors to make information more readily available in order to improve the quality of life for the elderly of Milwaukee County. Continuation of these efforts will require no additional funding.

## WASHINGTON PARK SENIOR CENTER

- Expenditures for the Washington Park Senior Center increase \$10,400 to expand a program to include developmentally disabled who will be adversely impacted by closing of the Facility's day care operation.

## CASE MANAGEMENT

	1997 <u>Budget</u>	1998 <u>Budget</u>
Number of Persons Served	10,950	10,950
Number of Persons Assessed	1,415	1,415
Number of Referrals	3,488	3,488

- Personal Services increase \$275,787 primarily due to the elimination of Vacancy and Turnover which was budgeted at \$155,643 for 1997 and the December, 1996 creation of two Human Service Worker positions.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT ON AGING

UNIT NO. 7900  
FUND: General - 010000

- Case management revenue reflects an increase of \$2,494,087, from \$10,475,206 in 1997 to \$12,969,293 in 1998, partially offset by expenditure increases of \$1,102,830. COP administrative funding is reduced \$208,619 due to reallocation of COP funds to client services.
- Expenditures are reduced \$55,000 because 1997 was the last year of a two-year grant from the Bader Foundation. The grant funds were used to develop an "at risk" unit to provide services for elderly persons suffering from Alzheimer's Disease, dementia, substance abuse, personality disorders and other behavioral problems.
- The development of the "at risk" unit with the Bader Foundation grant and a current year initiative to provide 24-hour emergency response for elderly persons in crisis has prepared the MCDA to begin using departmental staff to investigate reports of elder abuse and neglect. In past budgets, the Department contracted with a community agency to perform investigations for an annual expenditure of \$168,651. The Department now feels that performing investigations using County staff is in keeping with the goal of a "single entry point" for all aging resources in Milwaukee County. Expenditures associated with performing investigations of elder abuse and neglect will include \$76,218 for the salaries of two Human Service Workers and \$50,000 for legal fees to prosecute suspected cases of abuse or neglect.
- CIP 1B revenues and related expenditures decrease \$644,731 to more accurately reflect costs related to relocation of eligible elderly clients from nursing home care to community based care.
- The \$623,977 increase in CIP II revenue and related expenses is due to 44 new CIP II slots.

## COMMUNITY OPTIONS PROGRAM

	1997 Budget	1998 Budget
Projected Number of Clients Served	952	952

- Direct client service payments decrease by \$7,634 in 1998, from \$5,682,037 to \$5,674,403.
- The number of clients projected to be served in 1998 is unchanged from 1997. As of April 30, 1997, the

department had a waiting list of 282 clients waiting to be assessed.

- An appropriation of \$20,000 in COP funds is provided in the Department on Aging budget to be administered by the Office for Persons with Disabilities. This funding is provided for a new initiative, Able to Be Used, which will collect, clean, make minor repairs and redistribute previously owned durable medical equipment for the use of people with disabilities throughout Milwaukee County.

## COMMUNITY OPTIONS WAIVER PROGRAM

	1997 Budget	1998 Budget
Projected Number of Clients Served	1,835	1,835

- The State allocation for COP-Waiver services increased \$90,628, from \$8,663,777 to \$8,754,405 in 1998. This increase is due to an increase in the State's earmarked allocation for COP-Waiver services. There are 1,717 currently older adults on a waiting list, including 81 requests for service funding increases.

## COMMUNITY OPTIONS HOSPITAL LINK PROGRAM

	1997 Budget	1998 Budget
Number of Assessments	120	120
Number of Case Plans Developed	100	100
Number of People Served	270	270

- Client service funding for this program increases \$17,885, from \$1,728,917 to \$1,746,802 for 1998. The Hospital Link Program was reopened April 1, 1996 for new hospital release clients. Only those persons currently on departmental waiting lists are being funded with available funds. Hospital Discharge Planning staff identify discharge needs of clients, and the departmental human service worker staff handle assessment and planning for services and implementation. This revised service delivery approach will help maintain control of the number of persons served and over the limited financial resources made available by the State for this program.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

## DEPARTMENT OF HUMAN SERVICES/MENTAL HEALTH COMPLEX TAX LEVY OVERVIEW

The tax levy distribution in the Department of Human Services (DHS) and the DHS - Mental Health Division (MHD) is significantly changed for 1998 due to the State assuming administration of Child Welfare in Milwaukee County on January 1, 1998. While the budget presentations for DHS and the MHD appear to show a tax levy increase of \$9,951,838 for the Mental Health Division and a tax levy decrease of \$3,348,306 for DHS, this is not the case. In actuality, the DHS tax levy increases \$7,651,694 and the MHD tax levy decreases by \$1,048,162.

This confusing and complex situation is prompted by the State takeover of Child Welfare. Under the conditions established for the State takeover of Child Welfare, the County is required to contribute all the resources which were allocated to Child Welfare activities using 1995 as the base funding year. The State calculated that, in 1995, the County budgeted \$69.5 million for Child Welfare activities. This expenditure number is composed of three funding sources: \$19.5 million from the State for special earmarked programs, \$30 million from Base Community Aids (these are funds from the State which DHS can use for specific human needs and services) and \$20 million in tax levy in the Youth Services Division.

Starting in 1998, the Youth Services Division is abolished and the Base Community Aids (\$30 million) and earmarked revenues dedicated to Child Welfare programs (\$19.5 million) will be retained by the State. This returns \$49.5 million of the \$69.5 million to the State and leaves only the \$20 million of tax levy funds previously used to support Child Welfare activities. The County does not have a mechanism to transfer tax levy to the State so, in constructing the 1998 budget for DHS and the MHD, DHS concluded that the best way to transfer this \$20 million back to the State was to remove Base Community Aids from other divisions of DHS. For 1997, DHS had five divisions, including the Mental Health Division, but only Adult Services and the Mental Health Division have significant Base Community Aids funding. In order to generate the balance of \$20 million, \$9 million in Base Community Aids were removed from the Adult Services Division and \$11 million in Base Community Aids were removed from the Mental Health Division in DHS' 1998 Requested Budget. (Adjustments have been made to these budgets as part of the Recommended Budget, however, the basic principle of shifting Community Aids within DHS Division budgets is maintained.) Funding for these Divisions was replaced with the same amount of tax levy. The exchange of Base Community Aids for tax levy in Adult Services and in the Mental Health Division does not increase tax levy expenditures in either of these Divisions or in the Department as a whole, however, it does result in the DHS budget appearing to have a tax levy decrease and the Mental Health Division appearing to have a significant tax levy increase. As noted above, this is not the case.

The Recommended Budget for the combined budgets of the Department of Human Services and DHS-Mental Health Division increases tax levy by \$6,603,532 from the 1997 adopted levy. The principle factors that contribute to the tax levy increase are explained below.

The Mental Health Division's budget has an actual tax levy decrease of \$1,048,162. The major changes in the MHD Division that result in this change are:

For 1998, a Day Treatment Team in the Adult Community Services Unit, consisting of six staff positions, is eliminated for a tax levy reduction of \$339,515. Expenditure reductions also include the annualized savings of approximately \$500,000 due to the closure of one 24 bed Acute Adult unit on July 1, 1997. The Commodities budget was reduced by \$100,000 due to savings in the food budget from lower census figures. Pharmaceutical revenues increase by \$235,000 due to adding a nominal mark-up to drugs purchased for non-profit agencies who purchase drugs for their clients from MHD rather than from pharmaceutical distributors.

The factors that contribute to the Department of Human Services \$7,651,694 tax levy increase are as follows:

DHS' requested budget included an increase in juvenile corrections charges of \$5,827,762 for 1998 which was based on an average daily population of 416 juveniles detained in State Juvenile Correctional Institutions (JCI) at \$154.94 per day. This was based on the Legislature's Joint Finance Committee version of the State budget. The Governor's proposed budget contained no increase in Youth Aids and, as calculated by the Legislative Fiscal Bureau, would have resulted in a charge of \$189 per day, or approximately a 40% increase. The Legislature's Joint Finance Committee version of the State budget modified the Governor's proposal but still increased rates for JCIs by an average of 16% over the biennium to \$154.94 per day. The Joint Finance Committee's version of the budget also did not increase Youth Aids, which counties use to pay for the cost of incarcerating juveniles in JCIs and for community correctional programs. The budget proposed by the Assembly does not change the proposed increase in rates for JCIs, but does propose an increased allocation of Youth Aids revenue of \$8.6 million statewide for the biennium. Milwaukee County is projected to receive \$4.2 million of this over the biennium resulting in increased revenue of \$2.1 million in 1998. This increased funding, while an improvement over what the Governor and Joint Finance Committee proposed, does not "fix" the shortfall in funding that the County is experiencing and, by necessity, is funded with tax levy dollars in the 1998 Recommended Budget.

This shortfall is the result of two elements: 1) the increase in rates being charged counties and 2) increases in population that the County has experienced.

## COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 6800/8000  
FUND: General - 010000

For 1998, the County has projected an increased cost resulting from the rate increase proposed by the Governor, increased by the Joint Finance Committee during its deliberation and maintained by the Assembly during its development of a proposed compromise biennial budget (which was the budget that was being debated at the time of preparation of the County Executive's Recommended Budget). The increased cost as a result of the rate increase to \$154.94 per day is calculated by the DHS and the Department of Administration to be \$2.7 million in 1998. The \$2.1 million of increased funding that is now anticipated to be available from the State will help offset this increase but does not fix the funding shortage. Rather, it still leaves a shortfall of approximately \$600,000 in the 1998 Recommended Budget.

What is left unaddressed in the State Budget is the fact that Milwaukee County's juvenile correctional population confined to State institutions will be an estimated 416 in 1998, up from the budgeted 1997 figure of 361. This increase in the juvenile population has occurred despite significant changes in the juvenile code, including the change relating to 17 year olds and the Serious Juvenile Offender (SJO) Program. Because of these significant changes that were occurring when the 1997 County budget was being prepared, the juvenile population assigned to State institutions was projected at 361. This was done because it was impossible to anticipate the impact of the changes that were occurring at the State level and because it was anticipated that the changes would result in some decline in the County's juvenile population. Unfortunately, this has not occurred. The 1996 average daily population from Milwaukee County was 454 and has declined to 416 year to date in 1997. As a result, the 1998 Recommended Budget anticipates a juvenile population confined to State institutions of 416, an increase of 55 over the 1997 Adopted Budget of 361. This increase results in an increased cost to the County of just over \$3.1 million. No funding is provided or proposed to be provided in any portion of the State budget that is being discussed to address this shortfall.

Other changes that contribute to the tax levy increase in the DHS Budget are as follows:

W2 will have a net tax levy cost to Milwaukee County of \$329,989 for 1998. The County negotiated with the State to recover the greatest amount of its costs for providing Food Stamp, Day Care and Title 19 eligibility determination services to the W2 agencies and for non-W2 clients. The State was reluctant to pay for all departmental and County-wide overhead costs which were reimbursed under the prior system. The County was eventually able to negotiate reimbursement for all direct position costs plus 30% for indirect costs. Indirect costs include clerical support, indirect supervisory staff, space rental, supplies and County overhead. The County Board authorized this level of tax levy support for W2 when they approved File No. 97-32(a)(h) at their June 19, 1997 meeting. Also in the Financial Assistance Division, the tax levy cost for indigent

burials increases \$111,504 from the current year budget based on experience.

DHS anticipates that it will have a total of approximately 67,000 square feet of vacant space in leased buildings at 28th and Highland, Schlitz Park and the Hills Building due to the State takeover of Child Welfare and Welfare Reform. In addition, the County owned building at 12th and Vliet will have 56,000 square feet of unoccupied space. The total tax levy cost of vacant space is \$1,238,190. DHS staff is working with the Real Estate Section of Economic Development to find customers to sublet portions of this space, however, it is somewhat uncertain when Child Welfare and W2 staff will be moving out of these buildings. A total of \$300,000 in rental revenue for this vacant space has been included in the Recommended Budget.

DHS's requested budget included a \$1 million reduction in revenue received from the State after the final accounting is completed for services provided to the County in the prior year. Based on five years of experience, \$4 million in revenue was included in the 1997 Adopted Budget. When the accounts were settled for 1996, the County received a much smaller amount in 1997 than in previous years. The 1998 Recommended Budget includes the requested amount of \$3 million in reconciliation revenue.

Revenue in the Financial Assistance Division is reduced by \$1,384,109 for 1998 due to abolishing approximately 100 positions due to Welfare Reform and a reduction in the cost of employee fringe benefits. The position abolishments result in a reduction in revenue of approximately \$713,837 which would have been received in 1998 if Welfare Reform had not been implemented. The reduced cost of employee fringe benefits increases tax levy in DHS by \$670,272. The tax levy increase in the DHS Budget is significantly offset by a decrease in tax levy in the County-wide fringe benefit budget.

The new Division of Delinquency and Court Services has added costs of \$209,133 for two new positions of Division Administrator and Program Coordinator (Post Dispositional Programs), as well as funds to develop program outcome standards. Expenditures increase \$108,888 in the Detention Center to add one position of Registered Nurse 1 to provide nursing coverage on first and second shift seven days a week and to increase appropriations for psychological evaluations for juveniles held at the Detention Center.

A Day Care Enforcement Unit is created at a tax levy cost of \$201,972 to ensure that Family Day Care Providers comply with Day Care regulations. This Unit will have a staff of five Day Care Enforcement Specialists and one Day Care Enforcement Supervisor who will make unannounced visits to Family Day Care Providers to check the number of children in attendance against the number of children enrolled in the Day Care Program. The Day Care Enforcement Specialists will report any irregularities to Day Care Program Managers.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 8000

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Department of Human Services (DHS) operates under Chapters 46 (Social Services), 48 (Children's Code), 49 (Public Assistance), 51 (Mental Health), and 55 (Protective Services) of the Wisconsin State Statutes.

DHS provides a wide range of life-sustaining, life-saving and life-enhancing services to children and adults through age 60. Programs focus on providing services for abused and neglected children, delinquent children, dysfunctional families, the developmentally disabled, the physically disabled, the mentally ill, the homeless, alcohol and drug abusers, and those in need of financial assistance. Many of the services provided are mandated by State Statute.

## OBJECTIVES

1. Continue to provide essential life-saving and life-sustaining services to people in need within the limited resources appropriated by the Federal, State and County units of government.
2. Support the W2 welfare reform effort by providing eligibility services for food stamps, medicaid, and daycare through six regional service sites.
3. Coordinate the development of Community Service Job slots for W2 clients to assist in the transition of these clients into the labor force.
4. Establish a Day Care Enforcement Unit to conduct site visits to monitor and enforce day care policies.
5. Assist the State in the transition to a State administered child welfare system while establishing the County as a contractual provider of child welfare services in two regional service sites.
6. Restructure juvenile justice operations as a stand alone division because of the State takeover of child welfare administration.
7. Continue to work with the State, the Judiciary, the District Attorney and others to maintain some level of community based juvenile justice programming.
8. Work with the Department of Administration (IMSD) in the development of a Juvenile Information Management System (JIMS) that will provide the program and case management information that DHS needs to effectively manage its juvenile justice/delinquency programs.
9. Continue to implement the five year master plan for publicly-funded mental health services in Milwaukee County.
10. Continue to implement the expanded Long Term Support programs that provide community-based services to persons with physical and developmental disabilities.
11. Work with the State to assess the feasibility of various managed care proposals for the delivery of services to persons with chronic mental illness, physical or developmental disabilities.

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 8000

FUND: General - 010000

BUDGET SUMMARY				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 42,390,691	\$ 45,916,374	\$ 41,188,610	\$ -4,727,764
Fringe Benefits	13,009,583	19,081	0	-19,081
Services	9,587,756	12,333,373	10,748,811	-1,584,562
Commodities	582,502	1,135,923	938,001	-197,922
Other Charges	147,051,078	191,052,373	143,731,417	-47,320,956
Capital Outlay	190,557	99,362	30,000	-69,362
Contractual Crosscharges	19,801,214	17,675,994	13,682,312	-3,993,682
Abatements <i>8220 + 884 02</i>	-14,204,501	-15,301,390	-12,028,590	3,272,800
<b>Total Expenditures</b>	<b>\$ 218,408,880</b>	<b>\$ 252,931,090</b>	<b>\$ 198,290,561</b>	<b>\$ -54,640,529</b>
State Div. of Corr.Chgs.	27,320,382	24,490,084	29,981,721	5,491,637
<b>Total Expenditures</b>	<b>\$ 245,729,262</b>	<b>\$ 277,421,174</b>	<b>\$ 228,272,282</b>	<b>\$ -49,148,892</b>
State/Federal Revenue	166,834,601	214,550,019	171,099,860	-43,450,159
Other Direct Revenue	12,476,187	13,059,118	5,217,054	-7,842,064
Total Direct Revenue	179,310,788	227,609,137	176,316,914	-51,292,223
State Div. of Corr.Chgs.	27,320,382	24,490,084	29,981,721	5,491,637
<b>Total Revenues</b>	<b>\$ 206,631,170</b>	<b>\$ 252,099,221</b>	<b>\$ 206,298,635</b>	<b>\$ -45,800,586</b>
Property Tax Levy	\$ 39,098,092	\$ 25,321,953	\$ 21,973,647	\$ -3,348,306

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$16,273,871 to \$41,595,825. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$14,409,402 to \$36,383,049 for a tax levy change of \$-5,212,775.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF HUMAN SERVICES**

**UNIT NO. 8000**

**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		1996 Actual	1997 Budget	1998 Budget	1996/1997 Change
Director's Office	Expenditure	\$ 558,165	\$ 500,100	\$ 431,833	\$ -68,267
	Abatement	559,677	649,484	547,456	-102,028
	Revenue	<u>142</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Tax Levy	\$ -1,654	\$ -149,384	\$ -115,623	\$ 33,761
Financial Assistance Division	Expenditure	\$ 70,902,073	\$ 107,636,610	\$ 94,308,367	\$ -13,328,243
	Abatement	921,441	1,066,687	264,714	-801,973
	Revenue	<u>64,915,692</u>	<u>110,794,702</u>	<u>96,856,298</u>	<u>-13,938,404</u>
	Tax Levy	\$ 5,064,940	\$ -4,224,779	\$ -2,812,645	\$ 1,412,134
Youth Services Division*	Expenditure	\$ 76,465,494	\$ 73,293,542	\$ 0	\$ -73,293,542
	Abatement	75,513	75,513	0	-75,513
	Revenue	<u>59,106,546</u>	<u>51,918,102</u>	<u>0</u>	<u>4,704,838</u>
	Tax Levy	\$ 17,283,435	\$ 21,299,927	\$ 0	\$ -21,299,927
Child Welfare Division	Expenditure	\$ 0	\$ 0	\$ 15,494,227	\$ 15,494,227
	Abatement	0	0	75,513	75,513
	Revenue	<u>0</u>	<u>0</u>	<u>18,897,991</u>	<u>18,897,991</u>
	Tax Levy	\$ 0	\$ 0	\$ -3,479,277	\$ -3,479,277
Delinquency & Court Services Division	Expenditure	\$ 19,440,707	\$ 25,075,055	\$ 31,549,631	\$ 6,488,810
	Abatement	106	0	0	0
	Revenue	<u>3,484,688</u>	<u>15,545,003</u>	<u>12,744,354</u>	<u>-4,900,649</u>
	Tax Levy	\$ 15,955,913	\$ 9,530,052	\$ 18,805,277	\$ 11,389,459
Adult Services Division	Expenditure	\$ 53,265,112	\$ 52,121,281	\$ 58,633,314	\$ 6,512,033
	Abatement	976,441	1,104,756	1,245,988	141,232
	Revenue	<u>53,719,691</u>	<u>48,999,287</u>	<u>46,201,741</u>	<u>-650,302</u>
	Tax Levy	\$ -1,431,020	\$ 2,017,238	\$ 11,185,585	\$ 9,168,347
Management Services Division	Expenditure	\$ 11,982,042	\$ 9,605,892	\$ 9,829,256	\$ 223,364
	Abatement	11,671,535	12,404,950	9,894,919	-2,510,031
	Revenue	<u>-1,915,971</u>	<u>352,043</u>	<u>1,544,007</u>	<u>1,191,964</u>
	Tax Levy	\$ 2,226,478	\$ -3,151,101	\$ -1,609,670	\$ 1,541,431

\* The Youth Services Division is divided into two new divisions for 1998: Child Welfare and Delinquency and Court Services. Child Welfare history was not transferred to the new division because State administered Child Welfare is not comparable to the County administered program. Delinquency and Court Services history was transferred from Youth Services to the new division.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	1,162.4	1,344.0	1,186.0	-158.0
Overtime Hours	130,906	37,551	12,573	-24,978
Overtime Dollars	\$2,414,220	\$672,410	\$238,031	\$-434,379

Department of Human Services personal services have been reduced by \$2,064,100 to establish a net salary budget that is 94.84% of gross wages. For 1997, the Department of Human Services had a net salary budget that was 95.17% of gross wages.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** DEPARTMENT OF HUMAN SERVICES

**UNIT NO.** 8000

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	34.0	37.0	3.0
Clerical (F)	238.0	199.0	-39.0
Paraprofessional (E)	268.0	234.0	-34.0
Professional (B)	543.0	425.0	-118.0
Protective Services (D)	65.0	65.0	0.0
Service/Maintenance (H)	26.0	26.0	0.0
Skilled Craft (G)	1.0	1.0	0.0
Technical (C)	7.0	3.0	-4.0
<b>TOTAL</b>	<b>1,182.0</b>	<b>990.0</b>	<b>-192.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Administrative Coordinator	Create	1 position	Adult Services	\$ 44,618
Human Service Worker	Create	2 positions	Adult Services	72,593
Policy Procedure Coordinator	Create	1 position	Adult Services	42,160
Unit Supv Access/Brief Services	Create	1 position	Adult Services	42,160
Adoptions Program Manager	Create	1 position	Child Welfare	58,969
Case Managment Prog. Manager	Create	2 positions	Child Welfare	117,937
Clerk Typist III	Create	5 positions	Child Welfare	137,657
Clerk Typist III (NR) B/L Spanish	Create	1 position	Child Welfare	26,250
Division Admin Child Welfare	Create	1 position	Child Welfare	82,045
Division Admin Youth Services	Abolish	1 position	Child Welfare	-82,045
Executive Asst Child Welfare	Create	1 position	Child Welfare	58,969
Foster Home Licensing Mgr	Create	1 position	Child Welfare	58,969
Human Services Supervisor	Create	6 positions	Child Welfare	295,280
Human Services Supv B/L Span	Create	1 position	Child Welfare	46,333
Admin Asst I Alternative Prgms	Abolish	1 position	Delinqcy/Court Serv	-27,814
MIS Coord First-Time Offender	Abolish	1 position	Delinqcy/Court Serv	-38,262
Clerk Typist IV	Create	1 position	Delinqcy/Court Serv	29,274
Div Admin Delinqcy/Court Serv	Create	1 position	Delinqcy/Court Serv	93,506
Prgm Coord Post Disp Programs	Create	1 position	Delinqcy/Court Serv	57,070
Registered Nurse I	Create	1 position	Delinqcy/Court Serv	46,888
Account Analyst I DSS	Abolish	1 position	Financial Asstnce	-30,404
Account Clerk I	Abolish	2 positions	Financial Asstnce	-55,838
Admin Asst I FCMB	Abolish	1 position	Financial Asstnce	-30,514
Admin Coord Financial Asstnce	Abolish	1 position	Financial Asstnce	-52,095
Case Management Specialist	Abolish	4 positions	Financial Asstnce	-148,901
Case Mgmt Spec B/L Spanish	Abolish	1 position	Financial Asstnce	-38,262
Clerk I B/L Spanish	Abolish	1 position	Financial Asstnce	-22,453
Clerk III	Abolish	1 position	Financial Asstnce	-28,023

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF HUMAN SERVICES

UNIT NO. 8000

FUND: General - 010000

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Clerk Steno II	Abolish	3 positions	Financial Asstnce	\$ -77,197
Clerk Steno III (NR)	Abolish	1 position	Financial Asstnce	-28,737
Clerk Typist II	Abolish	14 positions	Financial Asstnce	-347,176
Clerk Typist II LIEAP	Abolish	6 positions	Financial Asstnce	-91,697
Clerk Typist III	Abolish	1 position	Financial Asstnce	-27,531
Clerk Typist III (NR)	Abolish	2 positions	Financial Asstnce	-53,605
Community Services Specialist	Abolish	3 positions	Financial Asstnce	-110,284
Community Services Supervisor	Abolish	1 position	Financial Asstnce	-38,262
Comm Support Prgrm Coord PFR	Abolish	1 position	Financial Asstnce	-39,507
Economic Support Specialist I	Abolish	18 positions	Financial Asstnce	-545,637
Economic Support Specialist II	Abolish	7 positions	Financial Asstnce	-214,641
Econ Support Spec BL/Hmong	Abolish	2 positions	Financial Asstnce	-62,423
Economic Support Supv II	Create	1 position	Financial Asstnce	40,807
Economic Support Training Asst	Abolish	1 position	Financial Asstnce	-38,122
Economic Support Supv I	Abolish	5 positions	Financial Asstnce	-177,515
Economic Support Supv II	Abolish	1 position	Financial Asstnce	-40,807
Energy Asstnce Program Spec	Abolish	22 positions	Financial Asstnce	-345,238
Photo ID Clerk	Abolish	1 position	Financial Asstnce	-25,582
Staff Development Assistant	Abolish	1 position	Financial Asstnce	-49,877
Telephone Clerk	Abolish	1 position	Financial Asstnce	-24,374
Telephone Clerk B/L Spanish	Abolish	2 positions	Financial Asstnce	-45,846
Teller I	Abolish	1 position	Financial Asstnce	-27,580
Teller I (Hourly)	Abolish	1 position	Financial Asstnce	-12,430
Work Relief Program Specialist	Abolish	1 position	Financial Asstnce	-30,404
Account Clerk I	Abolish	1 position	Mgmt Services	-27,919
Admin Asst II-WDSS-MB/Fiscal	Abolish	1 position	Mgmt Services	-33,076
Clerk I	Abolish	1 position	Mgmt Services	-22,981
Clerk IV	Abolish	4 positions	Mgmt Services	-118,131
Communications Technician	Abolish	1 position	Mgmt Services	-43,900
Data Proc Operating Technician	Transfer	2 positions	Mgmt Services	-62,422
Day Care Enforcement Spec	Create	5 positions	Mgmt Services	121,058
Day Care Enforcement Sup	Create	1 position	Mgmt Services	51,914
Hospital Maintenance Wkr-MH	Transfer	3 positions	Mgmt Services	80,946
Human Resources Program Asst	Abolish	1 position	Mgmt Services	-29,566
Network Support Specialist	Abolish	1 position	Mgmt Services	-31,211
Programmer II	Abolish	1 position	Mgmt Services	-43,901
Admin Coord Educ Intern Prgrm	Abolish	1 position	Youth Services	-43,655
Administrative Coordinator HHS	Abolish	1 position	Youth Services	-52,095
Administrative Coordinator Intake	Abolish	1 position	Youth Services	-52,095
Admin Coordinator Placement	Abolish	1 position	Youth Services	-47,611
Administrative Coordinator Youth	Abolish	1 position	Youth Services	-52,095
Bureau Manager Child Welfare	Abolish	1 position	Youth Services	-64,413

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF HUMAN SERVICES**

**UNIT NO. 8000**

**FUND: General - 010000**

PERSONNEL CHANGES (See divisional highlights for details)				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Clerk I	Abolish	1 position	Youth Services	\$ -22,981
Clerk Steno III (NR)	Abolish	1 position	Youth Services	-28,737
Clerk Steno IV (NR)	Abolish	1 position	Youth Services	-31,211
Clerk Typist II	Abolish	1 position	Youth Services	-24,798
Clerk Typist II B/L Spanish	Abolish	1 position	Youth Services	-23,859
Clerk Typist II I/C	Abolish	1 position	Youth Services	-26,250
Development Coordinator	Abolish	1 position	Youth Services	-52,095
Human Service Worker	Abolish	61 positions	Youth Services	-2,214,106
Human Service Wkr B/L Spanish	Abolish	5 positions	youth Services	-165,666
Information Spec Fighting Back	Abolish	1 position	Youth Services	-32,167
Mgmt Info Spec Fighting Back	Abolish	1 position	Youth Services	-28,691
Neighborhood Coord Youth Init	Abolish	2 positions	Youth Services	-99,754
Placement Resources Manager	Transfer	1 position	Youth Services	-57,643
Planning Analyst Youth Services	Transfer	1 position	Youth Services	-42,389
Planning & Program Analyst HHS	Abolish	2 positions	Youth Services	-76,524
Policy Procedure Writer	Abolish	1 position	Youth Services	-39,168
Prevention Coordinator	Abolish	1 position	Youth Services	-43,900
Program Coord Fighting Back	Abolish	1 position	Youth Services	-36,761
Program Coord In Home Services	Abolish	1 position	Youth Services	-57,062
Section Manager	Abolish	3 positions	Youth Services	-172,929
Social Worker	Abolish	1 position	Youth Services	-45,631
Specialized Services Manager	Abolish	1 position	Youth Services	-57,643
Telephone Clerk	Abolish	1 position	Youth Services	-24,374
Training Coord Fighting Back	Abolish	1 position	Youth Services	-40,807
			<b>TOTAL</b>	<b>\$ -5,573,897</b>

**DEPARTMENT DESCRIPTION**

The Department of Human Services includes the following six divisions: Financial Assistance Division, Child Welfare Division, Delinquency and Court Services Division, Adult Services Division, Management Services Division, and Mental Health Division. All six divisions report to the office of the Director of the Department of Human Services. Since the DHS Mental Health Division financially operates as an enterprise fund, it appears as a separate organizational unit in the County budget (Org. 6800).

The *Director's Office* provides guidance, support and administrative direction to all DHS divisions. The DHS Director reports directly to the County Executive as a cabinet-level officer.

The *Financial Assistance Division*, per State statutes, is charged with the responsibility of assisting eligible people to obtain Food Stamps, Medical Assistance (Title 19) and Child Day Care benefits in cooperation with the new "Wisconsin

Works" or W2 programs (which replaces the former Aid to Families with Dependent Children-AFDC program). In addition, the Financial Assistance Division is responsible for administering specialized financial assistance programs such as Low Income Home Energy Assistance, Healthy Start, Learnfare and Interim Disability Assistance.

The *Child Welfare Division* is a new division in 1998 formed from part of the former Youth Services Division. Beginning in 1998, under State Statute, the State Department of Health and Family Services is responsible for administering all child welfare services in Milwaukee County. Under a contract with the State, this division provides child welfare case management and services for children removed from their homes due to abuse or neglect in two of the State's five child welfare regions in the County. This division also provides foster home recruitment and licensing and adoptions services for all five child welfare regions in the County. The Child Welfare Division is funded entirely

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with revenue under a contract with the State for these specific services.

The *Delinquency and Court Services Division* is also new in 1998 formed from the former Youth Services Division. The division administers a 120 bed Juvenile Detention Center; juvenile court intake and probation services; support staff for the operation of the Children's Court; predispositional secure/non-secure out-of-home placement resources, the First Time Offender program and post-dispositional placement resources for adjudicated delinquents. Purchased programs which serve alleged and adjudicated delinquent youth are administered in this division. Staff at the Juvenile Detention Center maintain a 24-hour-per-day, secure correctional facility which primarily houses juveniles being held pending trial that are a threat to the community. Court Intake staff screen children's court intake referrals from police for the Juvenile Detention Center and prepare case reports and histories for the Children's Court judges while Probation staff supervise youth adjudicated for delinquent behavior in the community.

The *Adult Services Division* provides human services to adults between the ages of 18 and 60. Services are targeted at populations with special needs including the physically disabled, the developmentally disabled (including children from birth to three), and alcohol and drug abusers. A wide variety of services are provided including case management for long term support, residential services, inpatient services, work and day services, community living support services, community treatment, community support, adult day care, fiscal agent services, and service access and prevention. These services enable persons to live in the community and avoid institutional placements.

The *Management Services Division* provides contract administration, accounting, budgeting, business office/collections, human resources, building operations, procurement and data processing services to the Directors Office, Youth Services, Financial Assistance and the Adult Services Divisions. This division also includes the costs for County-wide services such as Risk Management, Audit, Payroll and other functions. The division also houses the costs for all vacant, unassigned leased and County-owned building space. This is due to the dispersal in 1998 of Financial Assistance and Child Welfare staff from County facilities into regional offices.

## BUDGET HIGHLIGHTS

### DIRECTOR'S OFFICE

- Consulting expenditures of \$82,984 in the Director's Office budget are eliminated for 1998 since the major organizational changes due to W2 and the State takeover of Child Welfare are accomplished in this budget.

### FINANCIAL ASSISTANCE DIVISION (FAD)

- The 1998 Recommended Budget is the first full year of operations reflecting the implementation of Wisconsin Works or W2 in Milwaukee County. W2 replaces the former Aid to Families with Dependent Children. The State has contracted with Milwaukee County to perform eligibility determination for all W2 and non-W2 clients. If an individual or family decides not to participate in W2 and the income requirements are met, they may still be eligible for non-cash assistance in the form of Food Stamps, Title 19 Medical Assistance and Child Care. The County will also continue to provide contractual services in several specialized programs such as Healthy Start, Learnfare and Low Income Energy Assistance.
- The County has negotiated with the State for reimbursement of all direct salary costs of staff involved in W2 eligibility determination. In addition, the State has agreed to fund an additional 30% for indirect costs consisting of management and support staff, supplies, space rental and departmental and County overhead costs. Under this formula, the County will receive \$15,396,140 to fund the majority of its costs related to W2, but \$329,988 in tax levy is required for the County to participate in the W2 Program. The County's tax levy contribution is matched by an equal amount of Federal Food Stamp/MA Administration pass through to match the local contribution.
- The 1997 Adopted Budget for the Financial Assistance Division included 571 positions. An additional six positions are transferred into the Financial Assistance Division from the Substitute Care Unit, for a total of 577 positions. The State contract for W2/non-W2 eligibility and benefit determination funds a total of 336 positions, including one new position of Economic Support Supervisor II. 86 additional positions are funded for specialized programs. A total of 108 currently authorized positions are abolished for an expenditure savings of \$2,791,550. This represents approximately a 20% reduction in staffing in this Division. Twenty positions are currently filled in the Financial Assistance Division but are not funded for 1998. It is anticipated that vacancies will occur so that layoffs will not be necessary. This Division also includes 27 unfunded positions to enable hiring a full class of Economic Support Specialists at one time.
- Payments for Day Care for the children of W2/Non-W2 clients will total approximately \$67,339,997 in 1998. An appropriation of \$500,000 is included for contractual certification and training of day care providers. Staff in this Unit will include four Clerk 4, one Account Clerk 2 and one Administrative Assistant II transferred from the Substitute Care Unit at a 1998 personal services cost of \$191,599, as well as 26 Day Care Administration staff in the W2 regions.

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- The programs with dedicated funding in the Financial Assistance Division include Low Income Energy Assistance, Healthy Start, Learnfare, Food Stamp Benefit Issuance, Fraud Detection, Community Service/W2 Transitional Jobs, Medical Assistance Eligibility Determination and the County's Interim Disability Assistance Program.
- The 1998 Recommended Budget includes \$500,000 of State Revenue and \$723,003 in revenue from W2 agencies for the Financial Assistance Division to arrange for the availability of 2,000 Community Service and W2 transitional job slots.
- Interim Disability Assistance Program (IDAP) grants are reduced by \$922,500, from \$1,353,000 to \$430,500, for 1998 based on 1997 caseload. For 1998, two positions of Economic Support Specialist are abolished for an expenditure reduction of \$60,626. It is anticipated that average monthly caseload will be 234 cases with an average grant of \$205. Recoveries from persons who subsequently receive SSI are budgeted at \$254,181.
- Indigent burials are budgeted for 1998 at a total expenditure of \$411,504, for an increase from the 1997 Adopted Budget of \$111,504.

## YOUTH SERVICES DIVISION

- The Youth Services Division is abolished for 1998. This Division previously handled all activities pertaining to juveniles whether they were in need of protection and services or alleged or adjudicated delinquent. County operations in these areas have been divided between two new divisions, the Child Welfare Division and the Delinquency and Court Services Division. On January 1, 1998, the State will assume administration of Child Welfare in Milwaukee County. The County has contracted with the State to administer two of five Child Welfare Regions, Foster Parent Recruitment and Licensing and Adoptions throughout the County. Of the 642 authorized positions in the Youth Services Division for 1997, 394 positions are assigned to the Child Welfare Division and 248 are assigned to the Delinquency and Court Services Division. In the 1998 Recommended Budget, 76 positions are abolished in the Child Welfare Division, 19 positions are created and two positions are transferred to the Mental Health Division for the Wraparound Milwaukee Program, for a total of 335 authorized positions. The Delinquency and Court Services Division increases from 248 positions by eight positions due to four new positions and four interdepartmental transfers to 256 positions. A total of 76 positions are abolished for an expenditure savings of \$3,024,654. Vacant positions in the Child Welfare Area of the Youth Services Division have not been filled so that layoffs will not be required.

## CHILD WELFARE DIVISION

- Starting on January 1, 1998, the State of Wisconsin will administer Child Welfare Services in Milwaukee County. The State has contracted with the County to provide services in Child Welfare Regions 2 and 5, with private agencies providing services in the other three regions of the County. Milwaukee County will also provide foster home licensing and recruitment and adoption services throughout the County. In addition, it is anticipated that the Mental Health Division will execute a contract with the State to provide "safety services" using the Wraparound Milwaukee model in Regions 2 and 5 of the County. The Masters Degree Intern Program will also continue for 1998. The State will provide 100% funding for these activities.
- One position of Division Administrator Child Welfare is created at a 1998 cost of \$81,417, entirely offset by the abolishment of one position of Division Administrator Youth Services Division. The new position of Division Administrator Child Welfare will manage the new Division, supervise the divisional managers for Foster Care, Adoptions and Foster Parent Recruitment and act as liaison to the State Department of Health and Family Services. One position of Executive Assistant (Child Welfare) is created at a 1998 cost of \$58,969 to assist the Division Manager with duties related to the transition to a State administered Child Welfare system. The Executive Assistant (Child Welfare) will serve as a liaison between the County, the employee's union and advocacy groups.
- Two new positions of Case Management Program Manager for Child Welfare Regions 2 and 5, one Foster Home Recruitment and Licensing Manager and one Adoptions Program Manager are created at a 1998 personal services cost of \$235,874. These managers will be responsible for meeting the performance standards established by the State in its contract with Milwaukee County. Since the State now has statutory responsibility for Child Welfare, it will establish program policies and procedures with which all contracted service providers must comply.
- Case Management Regions 2 and 5 will be staffed by a total of 134 employees comprised of 118 existing positions of Human Service Workers and Supervisors and 14 existing and two new clerical staff.
- Foster Home Recruitment and Licensing will have a staff of 77 existing and seven new Human Service Workers and Supervisors and 10 existing and two new clerical positions. It is anticipated that this Unit will increase the number of foster homes in all five regions of the County.
- The Adoptions Program will be comprised of a staff of 50 existing positions of Human Service Workers and

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Supervisors and five existing and two new clerical positions. The Adoptions Section will work with the District Attorney's Office to proceed with Termination of Parental Rights petitions and will attempt to increase the number of adoptions completed each year.

## DELINQUENCY AND COURT SERVICES

- The new Delinquency and Court Services Division is created to manage the activities related to juveniles alleged to be or adjudicated delinquent. These activities were previously included in the Youth Services Division. The Delinquency and Court Services Division will operate the 120 bed Juvenile Detention Center, juvenile court intake and probation services, provide support staff for the Children's Court, pre-dispositional out of home placement, the First Time Offender Program and post-dispositional placements for juveniles adjudicated delinquent.
  - One position of Division Administrator Delinquency and Court Services is created at a 1998 personal services cost of \$92,063 to manage this new Division and the increased duties related to juvenile purchased programs, court intake, probation, the First Time Offender Program and the juvenile detention center.
  - One position of Program Coordinator Post Dispositional Programs is created at a 1998 cost of \$57,070 to administer the \$5,166,841 budget for purchased services to serve juveniles who are adjudicated delinquent. The Program Coordinator will manage a staff of three Human Service Workers, two Child Probation Officers and one new position of Clerk Typist 4 funded with MA case management revenue. An existing position of Detention Dispositional Service Coordinator has managed purchase programs for both pre- and post-adjudicated youth. This position will now handle only programs for pre-adjudicated juveniles.
  - One position of Registered Nurse 1 is created to enable the Division to provide nursing coverage in the Detention Center on first and second shifts, seven days a week. An appropriation of \$62,000 is budgeted to provide additional resources for mental health screening for juveniles brought to the Detention Center.
  - One position of Clerk Typist 3 is transferred from the Financial Assistance Division, offset by the abolishment of one position of Administrative Assistant I Alternative Programs. This position will assist in the management of predispositional purchased slots.
  - One vacant position of MIS Coordinator First Time Offender is abolished for 1998 since the duties are being performed by another position.
  - Other Charges for the Delinquency and Court Services Division increase \$6,083,574, from \$12,492,206 to \$18,575,780, for 1998. Since Child Welfare Services are now administered by the State, all purchased programs for juveniles under County jurisdiction will be administered by this Division. In the past, many purchased programs served both children in need of protection and services and juveniles alleged to be delinquent. The \$18.6 million purchased services budget includes \$8,803,704 for Wraparound Milwaukee Services from the Mental Health Division and \$2,736,000 for day treatment, \$2,133,380 for temporary shelter, \$1,374,070 for the First Time Offender Program, \$919,719 for the Level 2 Program, \$891,616 for group homes, \$416,000 for the Day Center, \$322,376 for adolescent alternative care, \$306,289 for foster care, \$118,380 for counseling for sex offenders, \$246,375 for video monitoring services of 50 juveniles and \$217,771 for AODA juvenile court services.
  - The 1997-98 State Budget increases charges to counties for incarcerating juveniles in State Juvenile Correctional Institutions (JCI) by 16% from \$133.82 to \$154.94/day without an increase in Youth Aids to fund the charges. The 1997 Adopted Budget for JCIs was based on a population of 361 cases due to changes in the Juvenile Code and the Serious Juvenile Offender Program. Through July 1997, the County has had an average daily population of 416 youth detained in JCIs which represents approximately 50% of all juveniles held in JCIs state-wide. The current average daily population of 416 is anticipated to continue for 1998 and, using the higher rates, the annual cost of detaining juveniles in JCIs is \$23,526,090, for an increase of \$5,878,348. This figure is comprised of \$2,782,877 for the rate increase and \$3,095,471 for the population increase.
- The Governor's proposed budget contained no increase in Youth Aids and, as calculated by the Legislative Fiscal Bureau, would have resulted in a charge of \$189 per day, or approximately 40% increase. The Legislature's Joint Finance Committee's version of the State budget modified the Governor's proposal but still increased rates for JCIs by an average of 16% over the biennium to \$154.94 per day. The Joint Finance Committee version of the budget also did not increase Youth Aids, which counties use to pay for the cost of confining juveniles in JCIs and for community correctional programs. The State Assembly version of the budget increases Youth Aids \$8.6 million to be used over the biennium for relief to counties based on their usage of JCIs. It is estimated that Milwaukee County will receive \$2.1 million in 1998 based on approximately 50% of the population in JCIs. This increased funding, while an improvement over what the Governor and Joint Finance Committee proposed, does not correct the shortfall of \$682,877 in funding that the County is experiencing and by necessity is funded with tax levy in

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the 1998 Recommended Budget. The 1996 average daily population from Milwaukee County was 454 and has declined to 416 in the first six months of 1997. As a result, the 1998 Recommended Budget anticipates a juvenile population confined to State Institutions of 416, an increase of 55 over the 1997 Adopted Budget of 361. This increase results in an increased cost to the County of approximately \$3.1 million. No funding for this increased cost is provided or proposed in the 1997-99 State Biennial Budget. The combined rate and population shortfall totals \$3,778,348 which is funded with tax levy in the 1998 Recommended Budget.

- Department of Corrections (DOC) charges for Child Caring Institutions are budgeted at \$3,512,071. This cost is based on an average daily population of 60 juveniles at a daily rate of \$161.79. This represents an increase of \$403,960 from the 1997 Adopted Budget of \$3,108,111.
- DOC Aftercare is budgeted at \$1,729,389 for 1998 which is a reduction of \$742,442 from the current year's budget of \$2,471,831. DOC Corrective Sanctions is budgeted at \$1,214,171 which is a \$48,229 decrease from the 1997 Adopted Budget.
- The First Time Offender Program continues for 1998 with an allocation from the State of \$1.5 million. Of this funding, \$1,174,070 is used to purchase supervision and treatment services for juveniles who are assigned to the program by a judge; \$362,529 is used for staff and other program expenditures. The County supplements the Program with \$202,464 in tax levy to fund "trackers" who monitor the progress of program participants.

## ADULT SERVICES DIVISION

- One position of Unit Supervisor is created at a 1998 cost of \$42,160 for the Access/Brief Services Unit funded with Base Community Aids. The Unit Supervisor will be responsible for supervising line staff who work with clients with urgent, short-term needs for assistance.
  - One position of Administrative Assistant 2 (Contracts) is transferred from the Management Services Division to the Adult Services Division to assist with administering long term support contracts and client payments.
  - An amendment to the 1997 adopted budget for Adult Services directed that AODA services should be funded in future years at the 1997 County Executive's Recommended level of \$862,791 in tax levy. Additional language included in the current year's budget stated that additional Base Community Aids and Block Grant funds would be applied to AODA programs before increasing any other programs. The 1998 recommended budget includes tax levy funding of \$1,362,791. This figure includes tax levy for Youth AODA prevention services of \$292,879 which was budgeted for 1997 in the Youth Services Division. Since the Youth Services Division no longer exists in the 1998 budget, these programs are transferred to the Adult Services Division. Tax levy for Adult AODA programs is budgeted at \$1,069,912 for 1998. This amount of tax levy represents an increase of \$207,121 over the level required by the amendment to the 1997 Adopted Budget. Base Community Aids for AODA services increase \$841,904, from \$1,735,758 for 1997, to \$2,577,662. AODA Block Grant funding increases \$770,018, from \$735,899 to \$1,505,917, due to increased Federal Block Grant support. Funding for IV drug services increases \$10,000, from \$590,000 to \$600,000 for 1998.
  - AODA services consist of \$2,520,934 for the treatment voucher pool, an increase of \$26,361 from the 1997 adopted budget and \$2,423,8129 for inpatient detoxification services, an increase of \$1,163,352 over the 1997 level. Funds for Community Living Support decrease \$154,945, from \$298,745 for 1997 to \$143,800.
  - The Fighting Back Primary Prevention Program which was initiated under a Robert Wood Johnson Foundation grant has since incorporated and will serve as the sole source provider for Youth AODA prevention services. Fighting Back will administer both the \$220,036 Primary Prevention Pilot and \$801,877 in other youth AODA prevention programs.
- Two Human Service Worker positions are created at a 1998 cost of \$72,593 for the Physical Disabilities Unit funded with COP-Waiver funds. The additional positions will help to reduce wait lists and maximize the use of client service dollars.
  - One position of Policy and Procedure Coordinator is created at a 1998 cost of \$42,160 to provide training for divisional staff. The creation of this position will help to improve compliance with State and Federal regulations and reduce the potential for disallowed claims.
  - One position of Administrative Coordinator is created at a 1998 cost of \$44,416 for the Developmental Disabilities Unit funded by CIP 1B revenue. This position will assist with developing policies, operating procedures and program implementation related to the relocation of Milwaukee County residents who currently reside at the State Centers for the Developmentally Disabled.

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- State long-term support revenues increase \$3,290,018 due to a \$1,295,014 increase in CIP 1A revenue to relocate 15 clients from State Centers to community based care facilities, \$1,704,755 in increased CIP 1B funding and \$216,566 for additional COP-Waiver slots.
- The Access/Brief Services Unit budget includes \$277,201 from a HUD grant for emergency shelter services.
- Tax levy in the Adult Services Division increases \$9,168,347 based on reallocation of Base Community Aids to fund State administered Child Welfare Programs. The State requires the County to return the total amount of funding used for Child Welfare activities in 1995. The base year funding included \$30 million in Base Community Aids, \$19.5 million for earmarked Youth Services Programs and \$20 million of County tax levy funding. The State will retain the \$49.5 million that it allocated to the County for Child Welfare Services, but the County still needs to transfer \$20 million to the State for Child Welfare programs. The Department decided that the best way to return these funds to the State was to remove Base Community Aids from other Divisions of DHS. In the 1997 adopted budget, the Adult Services Division had \$16,793,848 of Base Community Aids. For 1998, Base Community Aids are reduced in the Adult Services Division by \$9,101,265 for State administered Child Welfare programs in exchange for tax levy from the former Youth Services Division.
- Two positions of Data Processing Operating Technician 2 are transferred to the DOA-IMSD budget to continue the centralization of data processing functions which began in the 1997 adopted budget. Transfer of these two positions results in no net County-wide tax levy change.
- The Substitute Care Unit is reduced from a staff of 13 to one position of Administrative Coordinator SSI and a crosschase equal to two Account Clerk positions who will continue to collect SSI revenue for the State. The State was unwilling to fund the full cost of operating this Unit which has collected SSI, Title 19 and IV-E revenue for children in out of home placements. Substitute Care currently has four vacant positions of Clerk 4 which are abolished. Two filled positions of Clerk 4 are transferred to the Delinquency and Court Services Division and four positions of Clerk 4, one Account Clerk 2 and one Administrative Assistant 2 will be moved to the Financial Assistance Day Care Administration Unit.
- A Day Care Enforcement Unit is created for 1998 to monitor Family Day Care providers. Five positions of Day Care Enforcement Specialist and one position of Day Care Enforcement Supervisor are created at a 1998 personal services cost of \$172,972. It is anticipated that the Day Care Enforcement Specialists will make unannounced visits to Family Day Care providers to check the number of children in attendance compared to the number of children enrolled in the Day Care. The Day Care Enforcement Specialists will report irregularities to Day Care Program Managers.

## MANAGEMENT SERVICES DIVISION

- The Management Services Division has reduced personnel and other expenditures to decrease departmental overhead in response to the State takeover of Child Welfare operations in Milwaukee County and the first full year of operations of W2. Each Unit in the Management Services Division attempted to reduce expenditures by 20%. A total of seven positions are abolished in Management Services for 1998 to coincide with reductions in departmental operations. They are comprised of the following positions: one Clerk 1, one Programmer 2, one Network Support Technician, one Account Clerk, one Human Resources Program Assistant, one Administrative Assistant-WDSS-MB/Fiscal and one Communications Technician for an expenditure reduction of \$235,267. One position of Administrative Assistant 2 (Contracts) is transferred to the Adult Services Division. Two positions of Clerk Steno 2 and two positions of Clerk Typist 3 are transferred to the Child Welfare Division.
- Three positions of Hospital Maintenance Worker are transferred from the Mental Health Division to the Operations Unit at the Children's Court Center.
- A Day Care Accounting Unit is created in this budget to process payments to day care providers who provide day care to W2 and non-W2 clients. This Unit will be staffed by three Account Clerk 1, five Account Clerk 2, one Accountant 1 and one Accountant 4 (NR), transferred from the general Accounting Unit in Management Services, for a 1998 personal services expenditure of \$399,677. The cost of this Unit is charged to the Financial Assistance Division.
- For 1998, DHS has a major tax levy expenditure associated with vacant space which was previously used by Financial Assistance and Child Welfare staff. The Division will have vacant space in leased buildings at 9th and Mitchell, 28th and Highland and Schlitz Park and in the County owned building at 12th and Vliet for a total cost of \$1,238,190. It is anticipated that, due to the State's difficulties in preparing for the Child Welfare takeover, County employees will remain at Schlitz Park through April or May, 1998. The County will not receive revenue for the space occupied by these workers at Schlitz because the State had previously rented space in other buildings. A total of \$300,000 in rental revenue has been budgeted in anticipation that a portion of the approximately 93,000 square feet will be leased to non-County tenants in 1998. The DHS Operations Unit is working with the Real Estate Section of DOA-Economic

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**DEPT:** DEPARTMENT OF HUMAN SERVICES

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Development to find viable tenants for the vacant leased space. The net tax levy cost for unassigned space is \$938,190.

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<b>FINANCIAL ASSISTANCE</b>				
<u>Average Monthly Cases Served</u>				
AFDC	36,600	31,087	31,700	0
Food Stamps	51,800	47,312	40,000	40,000
Medicaid	58,600	52,467	52,900	52,900
Child Day Care Payments				
Budget	\$19,203,804	\$32,125,693	\$74,462,000	\$67,839,997
Families Per Month	2,907	3,347	8,372	7,629
Maximum Monthly Grant	\$205	\$205	\$205	\$205
Interim Disability Assistance Program	800	425	550	234
<b>YOUTH SERVICES</b>				
<u>Child Welfare</u>				
Average Protective Referrals Per Month	772	847	804	0
Average Non-Protective Referrals	178	198	194	0
<u>Delinquency and Court Services</u>				
Staffed Capacity of Juvenile Detention	88	120	120	120
Average Monthly Probation/Court Intake Cases	3,629	3,604	3,518	3,518
Average Monthly Delinquency Referrals	711	566	580	538
<u>Placement Resources</u>				
Average Monthly Children in Child Care Institution	320	338	350	222
Average Monthly Foster Care Cases	4,136	3,989	4,012	49
Average Monthly Slots in Community Diversion				
Pre-dispositional	585	628	968	479
Post-dispositional	551	475	527	278
Temporary Shelter	152	152	152	70
<u>Specialized Services Bureau</u>				
Average Annual Adoptions Completed	226	254	226	250
<u>State Division of Corrections</u>				
Average Monthly Cases:				
DOC-Corrections	407	454	407	416
DOC-Child Care Institution	55	48	55	60

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	<u>1996 Budget</u>	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<b>ADULT SERVICES</b>				
<u>DD Adults Served</u>				
Community Treatment	99	0	99	99
Community Residential	264	452	235	235
Community Living Support Services	1,264	1,082	1,500	1,500
Work and Day	1,111	1,684	1,200	1,200
Long-Term Support	754	958	821	821
<u>DD Children Service</u>				
Work and Day Program	1,811	2,363	1,950	1,950
Family Support	341	339	425	425
<u>AODA Clients Served</u>				
Community Treatment	2,972	3,432	2,265	2,265
Inpatient Care	1,363	1,225	1,192	1,192
Community Residential	742	618	455	455
Community Living Support	328	180	150	150
<u>Physical Disabilities Clients Served</u>				
Long-Term Support	868	287	868	868
<u>Access and Brief Clients Served</u>				
Community Living Support Services	2,000	N/A	2,000	2,000
Service Access & Prevention	8,000	N/A	8,000	8,000
Referrals	2,500	N/A	2,500	2,500



# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: DEPARTMENT OF PARKS

UNIT NO. 9000  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

The Department administers and operates the Milwaukee County Park System. Major facilities include 3 indoor swimming pools, 12 outdoor pools, 39 wading pools, and 2 family aquatic centers, 15 golf courses (including the home of the Greater Milwaukee Open Golf Tournament), 130 tennis courts, 11 senior and recreation centers, 23 major pavilions, 200 athletic fields, boat launching sites, the McKinley Marina, the Mitchell Park Horticultural Conservatory, Wehr Nature Center, and the Boerner Botanical Gardens. The Park System spans almost 15,000 acres, and encompasses 139 parks and parkways, five beaches, extensive roadways and bike trails and 170 picnic areas.

Within budget and policy guidelines established by the Milwaukee County Board of Supervisors, the Department serves the needs of Milwaukee County citizens in the following ways:

- Preserves and protects the natural environment paying special attention to critical and sensitive natural resources.
- Provides open space for the enjoyment and recreation needs of the public, while responding to ever changing urban development patterns and recreational demands.
- Provides a variety of safe, active and passive recreation opportunities, offered at reasonable cost, which are responsive to the needs of the public.

## OBJECTIVES

1. Maintain the Parks infrastructure by implementing preventive maintenance programs on Park facilities, walkways and roadways.
2. Continue implementation of a strategic master plan that will serve as a guide for facility and program recommendations, based on recreation trends, community interest and cost-benefit analysis.
3. Identify opportunities and pursue stable outside funding sources to reduce tax levy support, while providing needed services.
4. Work toward the goal of employing a culturally diverse workforce, reflective of the community's diversity.
5. Continue to refine the Parks Department management environment to improve quality of services provided, including continuation of a management training program to improve leadership and communication skills of Park managers.
6. Continue to increase the Parks Department systematic support of community advisory groups for the purpose of strengthening their organizational structure in order to increase constructive activities in Park facilities.
7. Develop an area and/or facility-specific marketing plan for the purpose of increasing the information available to potential customers of Parks Department services.
8. Continue to implement computerization techniques with an objective of reducing duplication of effort, increasing overall efficiency and utilizing automation to improve the overall management of the Park system.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: DEPARTMENT OF PARKS**

**UNIT NO. 9000**

**FUND: General - 010000**

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 21,968,657	\$ 23,488,140	\$ 23,268,539	\$ -219,601
Fringe Benefits	4,527,041	0	0	0
Services	4,649,938	4,749,429	4,825,540	76,111
76111	3,194,562	3,505,105	3,482,787	-22,318
Other Charges	32,464	11,900	6,900	-5,000
Capital Outlay	822,056	908,932	908,932	0
Contractual Crosscharges	11,022,602	9,394,570	9,412,719	18,149
Abatements	-7,461,608	-7,519,731	-7,306,585	213,146
<b>Total Expenditures</b>	<b>\$ 38,755,712</b>	<b>\$ 34,538,345</b>	<b>\$ 34,598,832</b>	<b>\$ 60,487</b>
State & Federal Revenue	135,458	166,151	162,088	-4,063
Other Revenue	13,552,284	17,027,924	17,077,213	49,289
<b>Property Tax Levy</b>	<b>\$ 25,067,970</b>	<b>\$ 17,344,270</b>	<b>\$ 17,359,531</b>	<b>\$ 15,261</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$5,871,127 to \$23,215,397. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy by \$6,212,583, to \$23,572,114, for a tax levy change of \$43,283.

<b>ORGANIZATIONAL COST SUMMARY</b>					
		<b>1996 Actual</b>	<b>1997 Budget</b>	<b>1998 Budget</b>	<b>1997/1998 Change</b>
Operations	Expenditure	\$ 29,829,798	\$ 26,691,684	\$ 26,460,981	\$ -230,703
	Abatement	402,989	355,000	375,000	20,000
	Revenue	<u>11,015,086</u>	<u>11,289,773</u>	<u>12,214,725</u>	<u>924,952</u>
	Tax Levy	\$ 18,411,723	\$ 15,046,911	\$ 13,871,256	\$ -1,175,655
Programs	Expenditure	\$ 6,226,530	\$ 6,857,034	\$ 6,685,203	\$ -171,831
	Abatement	104,006	104,850	106,579	1,729
	Revenue	<u>2,393,015</u>	<u>5,513,307</u>	<u>4,573,803</u>	<u>-939,504</u>
	Tax Levy	\$ 3,729,509	\$ 1,238,877	\$ 2,004,821	\$ 765,944
Marketing	Expenditure	\$ 521,043	\$ 468,622	\$ 519,997	\$ 51,375
	Abatement	-60	0	0	0
	Revenue	<u>233,443</u>	<u>333,275</u>	<u>358,375</u>	<u>25,100</u>
	Tax Levy	\$ 287,660	\$ 135,347	\$ 161,622	\$ 26,275
Facilities	Expenditure	\$ 7,847,473	\$ 6,960,116	\$ 7,071,665	\$ 111,549
	Abatement	6,953,233	7,059,881	6,825,006	-234,875
	Revenue	<u>34,687</u>	<u>46,520</u>	<u>40,880</u>	<u>-5,640</u>
	Tax Levy	\$ 859,553	\$ -146,285	\$ 205,779	\$ 352,064
Finance/Administration	Expenditure	\$ 1,792,476	\$ 1,080,620	\$ 1,167,571	\$ 86,951
	Abatement	1,440	0	0	0
	Revenue	<u>11,511</u>	<u>11,200</u>	<u>51,518</u>	<u>40,318</u>
	Tax Levy	\$ 1,779,525	\$ 1,069,420	\$ 1,116,053	\$ 46,633

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<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	863.3	876.7	863.3	-13.4
Overtime Hours	45,392	19,685	19,685	0
Overtime Dollars	\$404,877	\$196,851	\$196,850	\$-1

Parks Department personal services have been reduced by \$3,532,567 to establish a net salary budget that is 86.02% of gross wages. For 1997, the Parks Department had a net salary budget that was 87.35% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	20.0	20.0	0.0
Clerical (F)	27.0	27.0	0.0
Paraprofessional (E)	156.0	156.0	0.0
Professional (B)	33.0	33.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	1,590.0	1,590.0	0.0
Skilled Craft (G)	40.0	40.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>1,866.0</b>	<b>1,866.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**PROGRAM DESCRIPTIONS**

The **Operations Division** manages the daily operation of the three Park regions and the horticulture operation. The horticulture operation includes the Mitchell Conservatory, Boerner Botanical Gardens, Wehr Nature Center, the Greenhouse and other horticultural and botanical functions.

The **Programs Division** is responsible for the programmatic development, implementation and management of the aquatics, golf, concessions, public services, recreation, and special recreation operations.

The **Marketing Division** is responsible for outside vendor contract administration, special events, promotions, publicizing Park facilities and activities, Park development, Park Foundation implementation and merchandising.

The **Facilities Division** is responsible for the physical maintenance of the Park system, capital planning and landscape services functions. The Park Maintenance section provides skilled trades services, a central stores operation, and utility shop services to the other Park regions and divisions. The Landscape Services section provides forestry, landscaping, and miscellaneous Park construction services. The Park Planning section provides landscape architectural services, design, planning, and technical support services.

The **Finance/Administration Division** manages the department's budgeting, purchasing, accounting, data processing, training and human resources functions. For purposes of budget presentation, the Director's office is incorporated within this division.

# COUNTY EXECUTIVE'S 1998 BUDGET

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## PERFORMANCE BASED BUDGET

For 1998, the Parks Department has worked with the Department of Administration to develop a performance based budget. The 1998 budget will include appropriations in line item accounts; however, the Department will be given the flexibility to manage the budget by shifting appropriations within the budget as needs arise. Authority is granted for the Department to make expenditures from any account series as long as the department does not exceed the tax levy appropriation included in the adopted budget. The Department will also be required to meet the following performance standards and to comply with all County rules and regulations.

		<i>Objective</i>	<i>Performance Measurement</i>
1.	Recruit and retain a sufficient number of lifeguards to meet the operational needs of the department.	To provide the public with safe and supervised recreational swimming.	Open on time and fully staff all swimming locations within the Parks system throughout the season.
2.	Increase revenue from public advertising at Parks locations and events.	To increase department revenue and decrease reliance on tax levy support	Double the advertising revenue budgeted for 1997 as identified in the 1998 budget.
3.	Increase communication, marketing and customer awareness training for regular and seasonal staff.	Improve customer satisfaction and enjoyment of Parks services and products.	Increase positive responses on customer comment cards by 10%.
4.	Implement a marketing initiative targeted at both Milwaukee County resident and non-resident golfers to increase sales of Golf Discount Cards.	Coordinate the efforts of Marketing, Programs and Operations staff to increase public awareness of the availability and advantages of purchasing a Parks Golf Identification Card.	Increase the sales of resident and non-resident categories to attain budgeted revenue.

## BUDGET HIGHLIGHTS

- The 1997 adopted budget created the Parks Enhancement Fund (org. 1449) to be used to receive revenue from sales of County park land, dedicated to park enhancements and the purchase of park lands. The Parks Director was directed to present to the Parks Committee a list of projects for approval whenever park land sales revenues are anticipated. Park land sales anticipated for 1997 include the Northwestern Mutual Life Insurance property located on East Wisconsin Avenue and a parcel of park land located on North Prospect Avenue. The 1998 budget abolishes the Parks Enhancement Fund after disposition of anticipated 1997 park land sales, and disposition of any other park land sales not previously identified but sold prior to December 31, 1997.
- The 1998 budget includes a \$648,676 reduction in Golf ID Card revenues, from \$1,048,676 to \$400,000, based on projected 1997 experience.
- Utilities are increased by \$100,000 to reflect prior year experience and new facilities such as the Kuiwicki Park building and lighted ball diamonds, the Lincoln Park service yard building, and the recently installed air conditioning at the Oakwood Clubhouse.
- An appropriation of \$100,000 is budgeted for the three year lease of turf maintenance equipment which was approved by the County Board in 1997.
- Charges to capital improvement projects are decreased by \$105,426 to reflect actual experience.
- In 1997, an allocation of \$82,000 was provided for alternative aquatic and recreation opportunities to serve the Gordon Park area. This amount is eliminated for 1998.
- Charges from other County Departments are increased by \$18,149 and internal crosscharges are adjusted by \$90,049.
- An appropriation of \$20,000 is included for half-year maintenance for floating docks to be installed at McKinley Marina in 1998.

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- The 1996 adopted budget included expenditures and revenues of \$203,333 for the four-month operation of the Milwaukee County Sports Complex (formerly Wisconsin Soccer Association). The County Board at its meeting May 23, 1996, approved continued operation of the Sports Complex for a two-year period, ending in May, 1998. Because the Sports Complex is operating at an annual deficit of approximately \$200,000, an RFP will be developed during 1997 to attract a non-profit or government agency to lease the Sports Complex. It is anticipated any lease arrangement would be effective July 1, 1998, due to scheduled programming through the first half of 1998, resulting in tax levy savings of \$100,830 for 1998.

- The Park Design and Review Advisory Board was created by Resolution File No. 92-926, approved by the County Board January 21, 1993 (Vote 23-0). The Advisory Board, which consists of seven members appointed by the County Executive, was created to make recommendations to the Committee on Parks, Recreation and Culture, and advise and assist the County Board and Parks Director with the design and placement of all memorials, statues and monuments within the County park system according to adopted policies and standards. The 1998 budget abolishes the Park Design and Review Advisory Board.

- The flexibility to expand, modify and reallocate major maintenance projects, infrastructure projects and equipment purchases while remaining within the total appropriation is continued.

- New fees and sources of revenue for 1998 include:

\$30,000	Marina Slip Reconfiguration
1,100	Jet Ski Launching
1,000	Non Resident Annual Comprehensive Swimming Pass

- A summary of the primary fee increases included in the 1998 budget are as follows:

\$584,320	Golf Permit Fees
138,700	Conservatory Admissions
40,000	Domes Fee Admissions
37,000	Marina Slip Rentals
20,200	Athletic Permit Fees
18,800	Pavilion Rentals
15,000	Boerner & Wehr Parking Fees
14,000	Wilson Recreation Skating Admissions
10,300	Wilson Recreation Hourly Ice Rentals
9,400	Community and Senior Center Memberships
7,200	Boat Launch & Storage Fees

- A separate rate will be charged for non-resident annual comprehensive swimming passes. Resident passes are \$200. Non-resident passes will be \$300.

- For 1998, a special launch fee of \$6.50 per day will be charged for jet skis. This fee is \$2.00 less than the launch fee of \$8.50 which is charged to launch a motorized boat, under 20 feet, from a trailer. This new fee is established to address the issue of multiple jet skis being carried on one trailer. The new fee will be based on the number of jet skis launched, not on the single trailer that carries them to the lakefront.

- O'Donnell Park parking revenue is increased by \$150,000, from \$1,000,000 to \$1,150,000, and lakefront parking for special events is increased by \$32,500, from \$47,500 to \$80,000, to reflect the experience of these two parking operations.

- In 1998, free Sunday morning admissions and children under six free admissions at the Domes are eliminated, increasing revenues \$40,000. Children under two will be admitted free.

- McKinley Marina slip rental fees are increased by approximately 4%.

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The following charts identify proposed fee changes in the 1998 Recommended Budget:

<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
<b>McKINLEY MARINA SLIP FEES (Resident)</b>			
22 Feet	\$ 0.00	\$ 865.00	\$ 865.00
25 "	940.00	980.00	40.00
27 "	0.00	1,060.00	1,060.00
30 "	1,195.00	1,245.00	50.00
32 "	0.00	1,330.00	1,330.00
33 "	1,315.00	1,370.00	55.00
35 "	1,595.00	1,660.00	65.00
37 "	0.00	1,750.00	1,750.00
38 "	0.00	1,800.00	1,800.00
40 "	1,830.00	1,900.00	70.00
45 "	2,055.00	2,140.00	85.00
50 "	0.00	2,910.00	2,910.00
60 "	3,500.00	3,640.00	140.00
 <b>(Non-Resident)</b>			
22 Feet	\$ 0.00	\$ 915.00	\$ 915.00
25 "	940.00	1,040.00	100.00
27 "	0.00	1,120.00	1,120.00
30 "	1,265.00	1,315.00	50.00
32 "	0.00	1,410.00	1,410.00
33 "	1,395.00	1,450.00	55.00
35 "	1,690.00	1,760.00	70.00
37 "	0.00	1,860.00	1,860.00
38 "	0.00	1,910.00	1,910.00
40 "	1,945.00	2,020.00	75.00
45 "	2,170.00	2,260.00	90.00
50 "	0.00	3,090.00	3,090.00
60 "	3,700.00	3,850.00	150.00
 <b>Transient:</b>			
Minimum up to 25 feet	\$ 20.50	\$ 21.50	\$ 1.00
Each foot over 25 feet	1.30	1.35	0.05
 <b>McKINLEY MARINA</b>			
Winter Storage (Trailered-in)	\$ 225.00	\$ 250.00	\$ 25.00
Winter Storage (Trucked-in)	325.00	350.00	25.00
Summer Trailer Storage	140.00	150.00	10.00
Locker Rental	30.00	40.00	10.00

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<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
<b>McKINLEY, SOUTH SHORE, GRANT AND RIVER FRONT MARINAS</b>			
<u>Daily Boat Launching</u>			
Non-Motorized	\$ 5.00	\$ 5.50	\$ 0.50
Under 20 Feet	8.00	8.50	0.50
20-26 Feet	9.00	10.00	1.00
Over 26 Feet	11.00	12.00	1.00
Jet Skis (New Fee)	0.00	6.50	6.50
<u>Season Boat Launching</u>			
Non-Motorized	\$ 50.00	\$ 55.00	\$ 5.00
Under 20 Feet	80.00	85.00	5.00
20-26 Feet	90.00	100.00	10.00
Over 26 Feet	110.00	120.00	10.00
Jet Skis (New Fee)	0.00	65.00	65.00
<b>BUILDING RENTAL RATES</b>			
Tier #1 - Capacity of under 100 persons includes: Brown Deer Boathouse, Cannon, Cooper, Currie Clubhouse, Dineen, Falk, Grant Clubhouse, Greenfield, Hales Corners, Jacobus, LaFollette, Scout Lake and Zablocki. These facilities have capacities of from 50 to 90.	\$ 110.00	\$ 120.00	\$ 10.00
Tier #2 - Capacity of 100 to 175 persons includes: Brown Deer Clubhouse, Dretzka Chalet, Dretzka Clubhouse, Humboldt, Lincoln, McCarty, Mitchell, and Wilson.	\$ 135.00	\$ 145.00	\$ 10.00
Tier #3 - Capacity of 200+ persons: South Shore	\$ 250.00	\$ 275.00	\$ 25.00
<b>OVERNIGHT LODGES (Grant and Whitnall)</b>			
Daily	\$ 110.00	\$ 120.00	\$ 10.00
Standard Overnight	110.00	120.00	10.00
Resident Overnight	55.00	60.00	5.00
<b>PARKING</b>			
<b>Boerner Gardens</b>			
Autos	\$ 3.00	\$ 3.50	\$ 0.50
Auto - Season Pass	20.00	23.00	3.00
Buses	21.00	25.00	4.00
<b>Wehr Nature Center</b>			
Autos	\$ 2.00	\$ 2.25	\$ 0.25
Auto - Season Pass	15.00	17.00	2.00
Buses	16.00	20.00	4.00

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<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
<b>INDOOR ICE SKATING (Wilson Recreation Center)</b>			
<u>Open Skating</u>			
Adult - per session	\$ 4.00	\$ 4.50	\$ 0.50
Adult - book of 10	35.00	40.00	5.00
Adult - group session	3.50	4.00	0.50
Junior/Senior - per session	\$ 2.50	\$ 3.00	\$ 0.50
Junior/Senior - book of 10	20.00	25.00	5.00
Junior/Senior - group session	2.00	2.50	0.50
Family Session	\$ 2.50	\$ 3.00	\$ 0.50
Skate Rental - group session	0.50	1.00	0.50
 <u>Ice Rentals</u>			
Primary - Per Hour	\$ 135.00	\$ 140.00	\$ 5.00
Secondary - Per Hour	125.00	130.00	5.00
 <b>EVENTS</b>			
Basic Fee	\$ 175.00	\$ 180.00	\$ 5.00
Lakefront	375.00	400.00	25.00
Affect Traffic over 5,000	800.00	850.00	50.00
Affect Traffic under 5,000	500.00	550.00	50.00
 <b>GOLF PERMIT FEES</b>			
<i>Premium Course (Brown Deer)</i>			
18-Hole Weekdays			
Discount	\$ 25.00	\$ 27.00	\$ 2.00
Standard	56.00	65.00	9.00
18-Hole Tuesday/Thursday			
Jr/Sr/Disabled	\$ 17.00	\$ 17.50	\$ 0.50
18-Hole Weekends and Holidays			
Discount	\$ 28.00	\$ 30.00	\$ 2.00
Standard	61.00	70.00	9.00
9-Hole Weekdays			
Discount	\$ 14.75	\$ 16.00	\$ 1.25
Standard	30.00	37.00	7.00
9-Hole Tuesday/Thursday			
Jr/Sr/Disabled	\$ 11.00	\$ 11.25	\$ 0.25
9-Hole Weekends and Holidays			
Discount	\$ 17.50	\$ 19.00	\$ 1.50
Standard	35.00	40.00	5.00

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<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
<i>Gold Courses (Dretzka, Oakwood, Whitnall)</i>			
18-Hole Weekday			
Discount	\$ 15.00	\$ 16.50	\$ 1.50
Standard	19.50	22.00	2.50
Jr/Sr/Disabled	10.00	11.00	1.00
18-Hole Weekends and Holidays			
Discount	\$ 16.00	\$ 18.00	\$ 2.00
Standard	22.50	25.00	2.50
Jr/Sr/Disabled	16.00	18.00	2.00
9-Hole Weekday			
Discount	\$ 9.50	\$ 11.00	\$ 1.50
Standard	12.00	14.00	2.00
Jr/Sr/Disabled	6.25	7.00	0.75
9-Hole Weekends and Holidays			
Discount	\$ 11.00	\$ 12.00	\$ 1.00
Standard	14.75	16.50	1.75
Jr/Sr/Disabled	11.00	12.00	1.00
 <i>Silver Courses (Currie, Greenfield, Grant, Lincoln (9))</i>			
18-Hole Weekdays			
Discount	\$ 12.75	\$ 14.00	\$ 1.25
Standard	17.00	19.50	2.50
Jr/Sr/Disabled	8.00	9.00	1.00
18-Hole Weekends and Holidays			
Discount	\$ 13.75	\$ 15.00	\$ 1.25
Standard	18.00	20.00	2.00
Jr/Sr/Disabled	13.75	15.00	1.25
9-Hole Weekdays			
Discount	\$ 9.00	\$ 9.75	\$ 0.75
Standard	11.00	12.50	1.50
Jr/Sr/Disabled	5.25	6.00	0.75
9-Hole Weekends and Holidays			
Discount	\$ 10.00	\$ 10.75	\$ 0.75
Standard	12.00	13.50	1.50
Jr/Sr/Disabled	10.00	10.75	0.75
 <i>Bronze Courses (Hanson, Warrimont)</i>			
18-Hole Anytime			
Discount	\$ 7.50	\$ 8.00	\$ 0.50
Standard	9.50	10.00	0.50
Jr/Sr/Disabled	5.00	5.50	0.50

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<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
<b>CONSERVATORY ADMISSIONS</b>			
Adult	\$ 3.25	\$ 4.00	\$ 0.75
Senior (Milwaukee County Resident)	1.75	2.50	0.75
Junior/Disabled	1.75	2.50	0.75
Adult Group (10 or more)	2.75	3.50	0.75
Junior Group (10 or more)	1.50	2.25	0.75
<b>CONSERVATORY RENTALS</b>			
Basic Rate	\$ 450.00	\$ 465.00	\$ 15.00
Additional Cost Per Person	5.00	5.25	0.25
<b>BANDSHELL RENTALS (6 hours)</b>	\$ 300.00	\$ 325.00	\$ 25.00
<b>SENIOR AND COMMUNITY CENTER MEMBERSHIPS</b>			
Resident - 12 Months	\$ 15.00	\$ 16.00	\$ 1.00
Non-Resident - 12 Months	55.00	60.00	5.00
Resident - Daily Pass	1.00	1.25	0.25
Non-Resident - Daily Pass	3.25	3.50	0.25
<b>SWIMMING - COMPREHENSIVE PASS</b>			
Non-Resident (New Category)	\$ 200.00	\$ 300.00	\$ 100.00
<b>CONSTRUCTION PERMITS/EASEMENTS</b>			
Easement Process	\$ 3,500.00	\$ 3,750.00	\$ 250.00
Right of Entry	2,500.00	2,750.00	250.00
Utility Permit	500.00	550.00	50.00
Additional Lineal Foot	5.00	5.50	0.50
<b>ATHLETIC PERMIT FEES</b>			
<i>Baseball Leagues</i>			
County Open	\$ 820.00	\$ 860.00	\$ 40.00
Frank Langsdorf	1,675.00	1,760.00	85.00
Minor - 15 Game Schedule	995.00	1,045.00	50.00
Minor - 20 Game Schedule	1,295.00	1,360.00	65.00
Senior Little League - 15 Game	595.00	625.00	30.00
Senior Little League - 20 Game	762.00	800.00	38.00
County Summer High School	895.00	940.00	45.00
<i>Softball Leagues (Slow Pitch)</i>			
Franchise - 6 or 8 Team	\$ 190.00	\$ 200.00	\$ 10.00
Franchise - 9 Team	215.00	225.00	10.00
Franchise - 10 Team	245.00	257.00	12.00
Franchise - 12 or 14 Team	253.00	266.00	13.00
Franchise - 6 Team (Fall)	132.00	139.00	7.00
Franchise 6/8 Team (Fast Pitch)	435.00	456.00	21.00
Wilson Major w/Scorer & Board	390.00	410.00	20.00
Wilson Major w/Board Only	315.00	330.00	15.00

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<u>Category</u>	<u>1997 Fee</u>	<u>1998 Fee</u>	<u>Change</u>
Permit Leagues (Baseball, Softball, Soccer, etc.)			
All Sport Youth	\$ 25.00	\$ 35.00	\$ 10.00
All Sport Youth w/Lights	35.00	45.00	10.00
ASY Preferred Field	40.00	50.00	10.00
ASY Preferred Field w/Lights	50.00	60.00	10.00
Tournaments (Standard Field)			
Adult & Youth-per field	\$ 90.00	\$ 100.00	\$ 10.00
Adult & Youth-per field w/Lights	100.00	110.00	10.00
Tournaments (Wilson Recreation)			
Weekday	\$ 75.00	\$ 80.00	\$ 5.00
Weekend & Holiday	130.00	140.00	10.00
League/County Team	75.00	80.00	5.00
League/Non-County Team	150.00	160.00	10.00
Adult/Youth (Per Game)	25.00	30.00	5.00
Adult/Youth w/Lights (Per Game)	35.00	40.00	5.00
Clinics & Special Events			
Adult & Youth (per field)	\$ 75.00	\$ 80.00	\$ 5.00
Touch Football	\$ 315.00	\$ 330.00	\$ 15.00
ATHLETIC FIELD RESERVATIONS (Per Hour)			
Adult - Daytime	\$ 6.00	\$ 7.00	\$ 1.00
Adult - Night (Lighted)	22.00	25.00	3.00
Youth - Daytime	2.50	7.00	4.50
Youth - Night (Lighted)	22.00	25.00	3.00

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ACTIVITY & STATISTICAL SUMMARY				
	1996 <u>Budget</u>	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Botanical Gardens				
Attendance	175,000	146,170	190,000	190,000
Rose Festival	75,000	53,595	80,000	80,000
Conservatory				
Attendance	248,000	224,065	223,000	217,000
Rentals	48	49	48	50
Picnic Permits	4,120	3,118	4,119	3,424
Swimming Attendance				
Indoor	112,000	79,879	101,600	96,400
Outdoor	353,600	382,829	418,900	407,900
Water slide	24,600	23,016	24,600	24,600
Wading	<u>110,000</u>	<u>64,148</u>	<u>110,000</u>	<u>110,000</u>
Total	600,200	549,872	655,100	638,900
Golf Permits	686,500	562,080	686,500	686,500
Skating Attendance				
Indoor (Paid)	49,500	33,025	39,300	34,300
Special Event Permits	199	269	240	262
Restaurant/Concessions				
Merchandise Cost	\$ 645,000	\$ 579,915	\$ 792,660	\$ 792,660
Resale Revenue	1,735,000	1,572,313	1,961,900	1,961,900
%Merchandise Cost/Revenue	37.3%	36.9%	40.4%	40.4%

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ZOOLOGICAL DEPARTMENT

UNIT NO. 9500

FUND: General - 010000

## OPERATING AUTHORITY & PURPOSES

The Zoological Department is charged with the general management of the Zoo facility. Included are business operations, management of the animal collection, maintenance of buildings and grounds, visitor services, education, planning/oversight of construction related to the capital master plan, and marketing of the Zoo.

The Zoo originally opened in the 1890s as an animal and bird display in Washington Park. It was acquired by the County in 1937 and operated under the Park Commission until 1981 when it became an independent department. The Zoo moved to its present 200-acre site in 1960. The Zoo's animal collection and exhibits are acquired with the assistance of private funding. There are presently 16 animal groupings at the Zoo, including the Reptile and Aquarium group, Australian group, Asiatic group, and the Heritage Farm.

## MISSION

The mission of the Milwaukee County Zoo is to develop public understanding, support and participation in global conservation of animal species and their natural environment by creating a unifying bond between Zoo visitors and the living earth.

## OBJECTIVES

1. Increase visibility and use of the Zoo through greater emphasis on advertising and promotional outreach activities.
2. Continue capital programs of Bliffert site remediation and capital master planning and manage existing capital improvement projects within available appropriations.
3. Continue upgrading of existing facilities by implementation of a multi-year facility infrastructure improvements program.
4. Implement a "Graphics Master Plan" for Zoo grounds and exhibits.
5. With the assistance of the Zoological Society, continue the planning process for a new animal hospital complex.
6. With the assistance of the Zoological Society, develop a traveling exhibit program that will enhance year-round attendance.

## DEPARTMENT DESCRIPTION

The Zoo's organizational structure is designed to maximize efficiency of operations, facilities, animal management and human resources. The Zoo includes five divisions: Animal Management and Health, Administration and Finance, Maintenance and Facilities, Operations, and Public Affairs and Services. These divisions provide a work force organized to address the seasonal nature of operations, increased attendance, revenue-earning opportunities, optimum animal care, and the talents and abilities of Zoo staff.

The *Animal Management and Health Division* is responsible for the care and management of the extensive animal collection, which means maintaining fish, amphibians, reptiles, birds, mammals and invertebrates in good health to allow their conservation, propagation, and display. This includes providing a well-balanced, nutritious diet; a preventive medicine program; and routine physical exam programs for such animals as the great apes and the large cats. Specialized medical health services such as surgery, immunology, parasite control, and drug and physical therapy are also performed. The animal facilities are designed and maintained to provide the proper environment for the animals and to provide an educational and entertaining experience to the visitor.

The *Maintenance and Facilities Division* provides for the maintenance, improvement and overall grooming of the grounds, which are critical to visitor satisfaction and return trade. Included in this area are mechanical and preventive maintenance programs for equipment, ventilating, air-conditioning and heating systems, and minor electrical and plumbing repairs. Also included are housekeeping and general cleaning of the entire Zoo.

*Administration and Finance Division* support functions include cash management, financial and capital project planning and control, accounts payable and receivable, personnel and payroll, reception, switchboard, radio dispatch, other general office services and all secretarial and clerical support. This division provides the Zoo with planning direction, goals for all divisions, and daily financial and administrative management oversight control.

Activities of the *Operations Division* include business and concessions functions related to the Zoo's major revenue sources such as admissions, parking lot, a restaurant and patio complex, four major food concession facilities and various food stands, gift, novelty and souvenir stores, a miniature train ride, a Zoomobile ride and a carousel ride.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**  
**FUND: General - 010000**

The *Public Affairs and Services Division* is responsible for public relations, promotional activities, special events and programs, group sales, and entertainment program development to increase public use, enjoyment and awareness of the Zoo facility.

This division consolidates efforts and activities of Marketing, Special Programs such as the sea lion and raptor shows and Group Sales rentals into a single division for improved coordination of promotional efforts. Through news releases, interviews and other promotional activities, the Zoo attempts

to attract residents of major Wisconsin markets and Northern Illinois. The Zoo engages in cross-promotions with other cultural and tourist attractions to increase attendance and encourage return visitation.

Included among annual special events activities held at the Zoo are "Milwaukee *a la Carte*," Sunset Zoofaris, Halloween Spooktacular, Heritage Farm Weekend, Egg Days, Snow Sculpting, Holiday Night Lights and the Samson Stomp.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>1996* Actual</b>	<b>1997** Budget</b>	<b>1998** Budget</b>	<b>1997/1998 Change</b>
Personnel	\$ 6,091,672	\$ 6,313,387	\$ 6,489,362	\$ 175,975
Fringe Benefit	976,508	-237,000	-237,000	0
Services	3,134,428	3,202,762	3,354,604	151,842
Commodities	2,185,373	2,404,145	2,379,701	-24,444
Other Charges	1,010,075	0	0	0
Capital Outlay	328,420	241,038	379,395	138,357
Contractual Crosscharges	1,779,038	542,085	558,639	16,554
<b>Total Expenditures</b>	<b>\$ 15,505,514</b>	<b>\$ 12,466,417</b>	<b>\$ 12,924,701</b>	<b>\$ 458,284</b>
Other Direct Revenue	11,836,363	12,271,525	12,070,315	-201,210
<b>Total Direct Revenue</b>	<b>\$ 11,836,363</b>	<b>\$ 12,271,525</b>	<b>\$ 12,070,315</b>	<b>\$ -201,210</b>
<b>Property Tax Levy</b>	<b>\$ 3,669,151</b>	<b>\$ 194,892</b>	<b>\$ 854,386</b>	<b>\$ 659,494</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

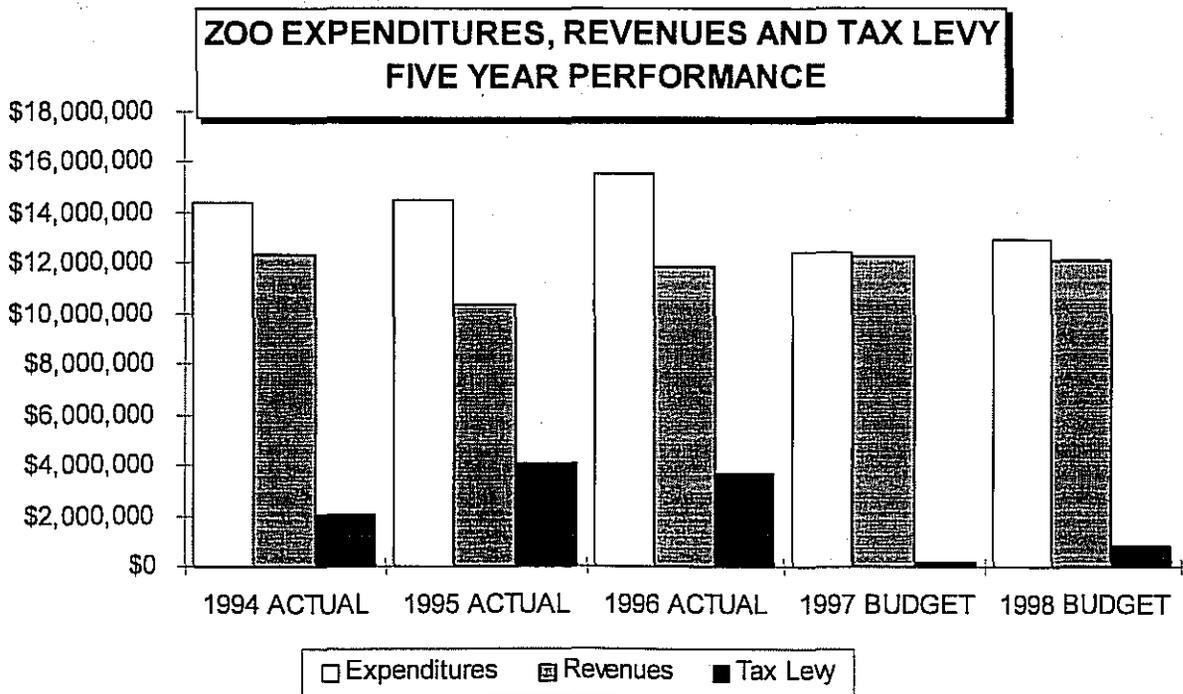
\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation, Space Rental and IMSD crosscharges in the 1997 budget would increase tax levy by \$1,807,214 and the change of transferring the Zoo from an enterprise fund to a general fund would increase tax levy \$1,525,052, for a total tax levy increase of \$3,332,266 to \$3,527,158. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$1,771,191 and the change of transferring the Zoo from an enterprise fund to a general fund would increase tax levy \$1,905,446, for a total tax levy increase of \$3,676,637 to \$4,531,023.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**  
**FUND: General - 010000**

<b>ORGANIZATIONAL COST SUMMARY</b>					
<b>DIVISION</b>		<b>1996</b>	<b>1997</b>	<b>1998</b>	<b>1997/1998</b>
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Animal Management and Health	Expenditure	\$ 3,468,566	\$ 3,062,550	\$ 3,178,522	\$ 115,972
	Revenue	<u>352,523</u>	<u>390,000</u>	<u>94,800</u>	<u>-295,200</u>
	Tax Levy	\$ 3,116,043	\$ 2,672,550	\$ 3,083,722	\$ 411,172
Maintenance and Facilities	Expenditure	\$ 2,612,067	\$ 2,412,071	\$ 2,641,027	\$ 228,956
	Revenue	<u>199</u>	<u>0</u>	<u>202,920</u>	<u>202,920</u>
	Tax Levy	\$ 2,611,868	\$ 2,412,071	\$ 2,438,107	\$ 26,036
Administration and Finance	Expenditure	\$ 4,550,866	\$ 2,513,399	\$ 2,520,196	\$ 6,797
	Revenue	<u>1,018,023</u>	<u>712,525</u>	<u>833,295</u>	<u>120,770</u>
	Tax Levy	\$ 3,532,843	\$ 1,800,874	\$ 1,686,901	\$ -113,973
Operations	Expenditure	\$ 3,095,417	\$ 2,712,290	\$ 2,767,958	\$ 55,668
	Revenue	<u>8,127,529</u>	<u>8,658,500</u>	<u>8,231,800</u>	<u>-426,700</u>
	Tax Levy	\$ -5,032,112	\$ -5,946,210	\$ -5,463,842	\$ 482,368
Public Affairs and Services	Expenditure	\$ 1,778,598	\$ 1,766,107	\$ 1,816,998	\$ 50,891
	Revenue	<u>2,338,089</u>	<u>2,510,500</u>	<u>2,707,500</u>	<u>197,000</u>
	Tax Levy	\$ -559,491	\$ -744,393	\$ -890,502	\$ -146,109



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**  
**FUND: General - 010000**

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	227.4	238.9	244.3	5.4
Overtime Hours	12,977	7,269	7,269	0
Overtime Dollars	\$119,750	\$169,002	\$174,456	\$5,454

Personal services for the Zoological Department have been reduced by \$266,867 to establish a net salary budget that is 95.80% of gross wages. For 1997, the Zoological Department had a net salary budget that was 95.81% of gross wages.

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	5.0	5.0	0.0
Clerical (F)	15.0	15.0	0.0
Paraprofessional (E)	4.0	4.0	0.0
Professional (B)	14.0	15.0	1.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	437.0	441.0	4.0
Skilled Craft (G)	2.0	2.0	0.0
Technical (C)	3.0	3.0	0.0
<b>TOTAL</b>	<b>480.0</b>	<b>485.0</b>	<b>5.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
Locomotive Engineer	Create PR14	2 positions	Operations	\$ 64,226
Security, Safety, and Training Specialist	Create	1 position	Administrative and Finance	42,161
Zoo Buildings/Grounds Worker	Create	5,000 Hrs.	Maintenance and Facilities	\$ 40,807
Zoo Worker 3	Create	1,000 Hrs.	Maintenance and Facilities	\$ 6,378
Zoo Worker 3	Create	4,000 Hrs.	Public Affairs and Services	\$ 25,512
Locomotive Engineer (Seasonal)	Create PR14	1,200 Hrs.	Operations	\$ 17,208
Locomotive Engineer	Abolish PR21	4,800 Hrs.	Operations	\$ -81,434
			<b>TOTAL</b>	<b>\$ 114,858</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**  
**FUND: General - 010000**

**BUDGET HIGHLIGHTS**

**DEPARTMENTAL**

- Zoo attendance is reduced by 100,000 visitors, from 1,450,000 in 1997 to 1,350,000 projected visitors in 1998, based on past experience. The attendance adjustment decreases expenditures \$110,000 and revenue \$714,000 for a tax levy impact of \$604,000.
- The total 1998 support for the Zoological Department is budgeted at \$4,531,023. Listed below is a breakdown of the indirect support the County provides to the Zoo:

<b>MILWAUKEE COUNTY INDIRECT SUPPORT FOR THE ZOOLOGICAL DEPARTMENT</b>	
Net Fringe Benefits	\$1,275,000
Central Service Allocation	372,957
IMSD Services:	
Graphics	45,152
Information Process Services	34,374
Telephone Allocation	41,126
Record Center Services	62
Radio Communication Services	2,500
Principal and Interest	1,905,446
<b>TOTAL INDIRECT SUPPORT</b>	<b>\$3,676,617</b>

- Personal Services is reduced by \$266,867 to establish a net salary budget that is 95.80% of gross wages. In 1997, the Zoo had a net salary budget that was 95.81% of gross wages.
- Funding of \$100,000 is included for new and replacement equipment for 1998. This is an increase of \$33,962 from the 1997 level. The cost of the equipment is offset by the Zoological Society contribution of \$100,000. The Society has a stipulation on the donation that the equipment to be purchased will be mutually agreed upon. Milwaukee County will accept the Society's donation for equipment purchases; however, the County will not abide by the restrictions the Society has placed on purchasing equipment.

**ANIMAL MANAGEMENT AND HEALTH DIVISION**

- Animal food expenses are budgeted at \$300,000. Due to the difficulty in raising funds for animal food, the Zoological Society support for this expense is discontinued in 1998.

**MAINTENANCE AND FACILITIES DIVISION**

- \$40,807 Create 5 Zoo Buildings and Grounds Worker (Seasonal) (1,000 hours each)
- 6,378 Create 1 Zoo Worker 3 (Seasonal) (1,000 hours each)
- (47,185) Reduce Salary and Wages Account
- 0

The creation of five positions of Zoo Buildings and Grounds Worker and one position of Zoo Worker 3 are needed for preparation and clean-up due to an increase in Group Sales rentals of picnic sites and private events at the Zoofari Conference Center, Peck Welcome Center and other buildings. The cost of these positions are budgeted in personal services; however, the salaries and wages account is reduced by \$47,185. This reduction allows the Zoo the flexibility to hire these positions if savings occur in the Zoo's salary budget.

- Major maintenance appropriations increase \$104,395, from \$175,000 to \$279,395, based on needed repair and maintenance to the Zoo. The cost of major maintenance is partially offset by the Zoological Society contribution of \$136,620. This contribution has a stipulation that the major maintenance projects to be performed with this donation be mutually agreed upon. Milwaukee County will accept the Society's donation; however, the County will not abide by the restrictions the Society has placed on performing major maintenance projects.
- An appropriation of \$567,000 is provided in the capital improvements budget for needed Zoo infrastructure improvements.
- The flexibility to reallocate major maintenance projects and equipment purchases while remaining within the total appropriation is continued in 1998.
- The cost for Time and Material contractors for repair and maintenance of buildings, structures, grounds and machinery is budgeted at the 1997 level of \$366,000. The cost for this expenditure is partially offset by revenue of \$108,295 from the Zoological Society contingent upon a mutual agreement regarding expenses for Time and Material contractors. Milwaukee County will accept the Society's donation for Time and Material contractors; however, the County will not abide by the restrictions the Society has placed on

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**

**FUND: General - 010000**

the repair and maintenance of Zoo buildings, structures, grounds and machinery.

**ADMINISTRATION AND FINANCE DIVISION**

- Elimination of the temporary Robotic Zoo exhibit presented in 1997 reduces expenditures \$317,500 and revenue \$493,400. In addition, Zoological Society financial support for the Robotic Zoo is eliminated, reducing revenue an additional \$130,000.
- Elimination of the temporary Warthog exhibit presented in 1997 reduces expenditures \$71,050. In addition, Zoological Society financial support to the exhibit is eliminated, reducing revenue an additional \$43,525.
- A Bats summer exhibit is planned in 1998 to reach attendance levels of 1,350,000 visitors, adding \$250,500 in expenditures and \$618,400 in revenue for a tax levy savings of \$367,900. Admission for this special exhibit is \$2.00. Zoological Society financial support for the Bats exhibit increases revenue an additional \$84,000.
- Per the Zoo and Zoological Society objective to enhance year-round attendance, a special Bear exhibit is also scheduled in 1998, adding \$114,000 in expenditures. Admission for this exhibit is free. Zoological Society financial support for the Bear exhibit increases revenue \$42,000.
- \$42,161 Create 1 Security, Safety and Training Specialist  
(42,161) Reduce Salaries and Wages Account  
 0

The creation of one position of Security, Safety and Training Specialist is needed for the coordination of security, safety and health activities and programs. This position has the responsibility for minimizing the potential exposure for a loss occurring incident regarding the animal collection, operations, employees, contractors, vendors and the 1.35 million visitors. The cost of the position is budgeted in personal services; however, the salaries and wages account is reduced by \$42,161. This reduction allows the Zoo the flexibility to hire this position if savings occur in the Zoo's salary budget.

**OPERATIONS DIVISION**

- Admission fees are increased \$0.50, increasing revenue \$287,000. The last admission fee increase was \$0.50 for non-residents in 1996. An adult non-resident will pay \$8.00 and an adult County resident will pay \$6.50 in summer in 1998. Specific increases are as follows:

	<u>1997</u>	<u>1998</u>	<u>Change</u>
Adult Summer County	\$6.00	\$6.50	\$0.50
Jr. Summer County	\$4.00	\$4.50	\$0.50
Adult Summer Non-Cty	\$7.50	\$8.00	\$0.50
Jr. Summer Non-County	\$5.50	\$6.00	\$0.50
Adult Winter County	\$4.50	\$5.00	\$0.50
Jr. Winter County	\$2.50	\$3.00	\$0.50
Adult Winter Non-County	\$6.00	\$6.50	\$0.50
Jr. Winter Non-County	\$4.00	\$4.50	\$0.50
Adult Discount Day	\$3.00	\$3.50	\$0.50
Jr. Discount Day	\$1.50	\$2.00	\$0.50
Adult Education County	\$4.00	\$4.50	\$0.50
Jr. Education County	\$2.00	\$2.50	\$0.50
Adult Education Non-Cty	\$5.50	\$6.00	\$0.50
Jr. Education Non-Cty	\$3.50	\$4.00	\$0.50
Adult Group County	\$5.00	\$5.50	\$0.50
Junior Group County	\$3.00	\$3.50	\$0.50
Adult Group Non-County	\$6.50	\$7.00	\$0.50
Jr. Group Non-County	\$4.50	\$5.00	\$0.50
Senior Summer County	\$5.00	\$5.50	\$0.50
Senior Winter County	\$3.00	\$3.50	\$0.50
Senior Summer Non-Cty	\$6.50	\$7.00	\$0.50
Senior Winter Non-Cty	\$4.50	\$5.00	\$0.50

- Zoo attendance is reduced by 100,000 visitors, from 1,450,000 in 1997 to 1,350,000 projected visitors in 1998, based on past experience. The attendance adjustment decreases expenditures \$110,000 and revenue \$714,000 for a tax levy impact of \$604,000.
- Based on 1996 experience, the paid/free attendance mix is reduced from 70%/30% to 66%/34%, reducing revenue \$108,000.
- \$64,226 Create 2 Locomotive Engineer  
 17,208 Create 2 Locomotive Engineer (Seasonal) (600 hours each)  
 (76,344) Abolish 3 Locomotive Engineer (Seasonal) (1,500 hours each)  
 (5,090) Abolish 1 Locomotive Engineer (Seasonal) (300 hours each)  
 0 Abolish 1 Locomotive Engineer (Seasonal) (No hours or Dollars)  
 (5,000) Reduce Unemployment Compensation Claims  


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 \$ (5,000)

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: ZOOLOGICAL DEPARTMENT

UNIT NO. 9500  
FUND: General - 010000

The 1998 budget contains the following position changes in the Operations Division: create two positions of Locomotive Engineer at pay range 14, abolish five positions of Locomotive Engineer (Seasonal) at pay range 21, and create two positions of Locomotive Engineer (Seasonal) at pay range 14. These position changes are reflected in charges to the Railroad Trust Fund for a zero tax levy impact on the operating budget. Savings of \$5,000 in unemployment compensation claims will be realized by the position actions in the Zoo's operating budget. Restructuring the Locomotive Engineers from only seasonal to a mix of seasonal and full-time provides more flexibility in staffing and train maintenance by improving the efficiency of the Operations Division. In addition, year-round maintenance for the railroad operation, including four locomotive engines and 20 coach cars, requires an adjustment to Locomotive Engineer staffing to accommodate increased summer demands while recognizing cost savings achieved through staff performed in-house maintenance.

- Sale of Zoological Society memberships at the Zoo's admission gates was approved in 1997 and budgetarily appears for the first time, increasing expenditures \$72,000 and revenues \$80,000 reflecting retention of \$8,000, or a 10% Zoo commission for operational expenses related to projected sales.
- Discounted admission fees will continue to be available to Milwaukee County residents on Wednesdays. Discounted admission fees for Milwaukee County residents will be \$3.50 for adults and \$2.00 for juniors and school groups.
- The Zoo Director's authorization to discount or waive admission fees to Zoo activities to promote and acquaint the public with the many programs and activities offered by the Zoo and to stimulate demand for Zoo activities is continued for 1998.
- Authority is continued for the Zoo Director to provide at his discretion one free day per month during the months of January through April and November and December, 1998. The specific free days selected are at the Zoo Director's discretion.

## PUBLIC AFFAIRS AND SERVICES

- \$ 25,512 Create 4 Zoo Worker 3 (Seasonal) (1,000 hours each)  
(25,512) Reduce Salaries and Wages Account  
0

The creation of four positions of Zoo Worker 3 is required to handle the increase in Group Sales rentals of picnic sites and private events at the Zoofari Conference Center, Peck Welcome Center and other Zoo buildings. The cost of the positions are budgeted in personal services; however, the salaries and wages account is reduced by \$25,512. This reduction allows the Zoo the flexibility to hire this position if savings occur in the Zoo's salary budget.

## ZOOLOGICAL SOCIETY SUPPORT

The relationship between Milwaukee County and the Zoological Society began in 1910 when the Washington Park Zoological Society, now the Zoological Society of Milwaukee County, was organized to help raise funds for animal acquisition. The Society has functioned for many years for the purpose of aiding the County in the operation, maintenance and development of the Zoo and its animal collection. Its mission is to promote conservation, education, exhibition of animals, research and recreation through fundraising and volunteerism.

In February, 1989, the relationship was formalized with a model agreement known as the Memorandum of Understanding, thus forging a strong public/private partnership for the continuing support of the Milwaukee County Zoo. The Memorandum of Understanding was renewed in 1992 and again in 1997. The agreement provides office space for the Society on the Zoo grounds, including utilities, custodial and maintenance services and staff parking. To assure continued support for the Zoo, the County provides free admission for Society members throughout the term of the Memorandum of Understanding.

The agreement has led to the successful completion of approximately \$26 million in capital projects, a cooperative educational program serving almost 200,000 students per year, a graphics replacement program and over \$500,000 in sponsorship revenue.

The following table breaks down the Society support to the Zoo.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**

**FUND: General - 010000**

<b>ZOOLOGICAL SOCIETY SUPPORT</b>				
	<b>1997</b>		<b>1998</b>	
	<u>Budget</u>		<u>Budget</u>	
Operating Budget/Direct Revenue*	\$	804,998	\$	722,815
Train Trust Fund/Direct Revenue		20,000		20,000
Membership Sales		50,000		80,000
Direct In-Kind Support**		273,690		335,880
Capital Support***		<u>821,000</u>		<u>150,605</u>
Total Support	\$	1,969,688	\$	1,309,300

\* Operating budget/direct revenue of \$722,815 in 1998 includes \$136,620 for major maintenance, \$108,295 for Time and Material contractors, \$100,000 for equipment, \$161,500 for sponsorships, \$126,000 for exhibits and \$90,400 for society tickets.

\*\* Direct In-Kind Support of \$335,880 in 1998 includes \$50,000 for directional signs, \$48,000 for a decking project, \$6,000 for veterinary internships, \$156,980 for service agreements, \$35,600 for the Koala Browse, \$8,200 for conservation/research projects and \$31,100 for new and replacement graphics.

\*\*\* The 1997 budget includes a one-time donation of \$700,000 for the Special Exhibit Building. Capital support of \$150,605 for 1998 is for the Small Mammal Building enhancements.

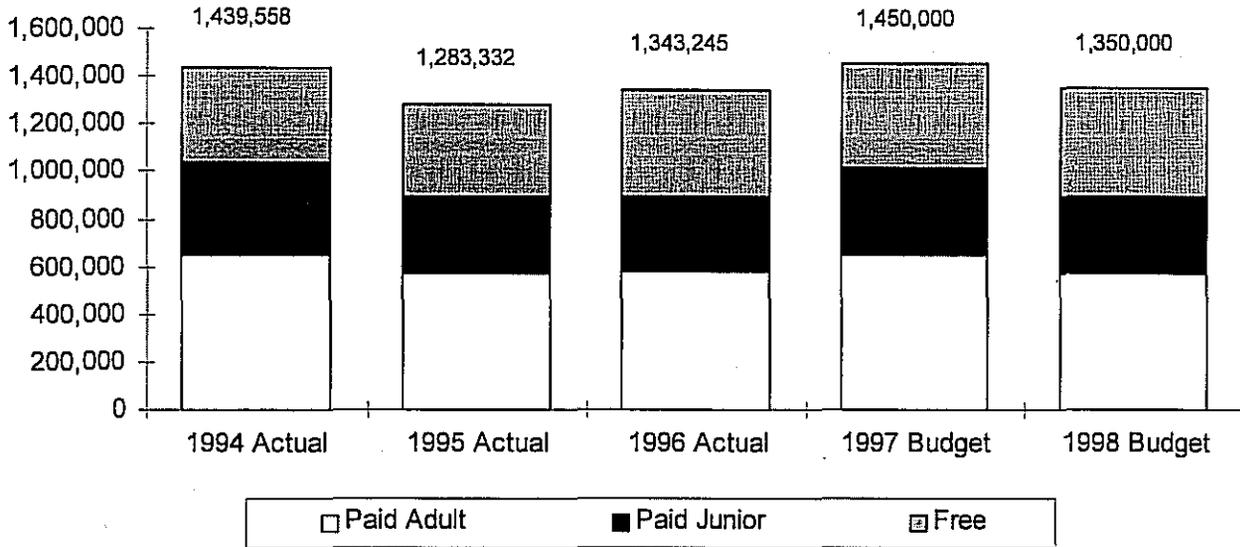
<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<b>1996</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>Attendance</u>				
Paid Adult	653,971	575,281	647,740	574,000
Paid Junior	393,084	317,287	361,590	317,000
Free	<u>402,945</u>	<u>450,677</u>	<u>440,670</u>	<u>459,000</u>
Total Attendance	1,450,000	1,343,245	1,450,000	1,350,000
<u>Parking</u>				
Auto	244,140	207,341	234,240	214,384
Buses Paid	1,692	1,693	1,733	1,702
<u>Activities</u>				
Parking Sales	\$ 1,229,000	\$ 1,086,876	\$ 1,163,000	\$ 1,093,000
Admission Sales	\$ 5,360,502	\$ 4,454,964	\$ 4,739,000	\$ 4,732,000
Food Concession Sales	\$ 2,324,000	\$ 2,225,572	\$ 2,460,000	\$ 2,242,000
Gift Sales	\$ 1,280,000	\$ 1,461,243	\$ 1,482,000	\$ 1,417,000
Sea Lion Show Sales	\$ 136,000	\$ 127,239	\$ 159,000	\$ 128,000
Carousel	\$ 160,000	\$ 110,405	\$ 160,000	\$ 115,000
Train Ride Sales	\$ 500,000	\$ 423,674	\$ 466,000	\$ 400,000
Zoomobile Ride Sales	\$ 100,000	\$ 93,280	\$ 105,000	\$ 105,000

COUNTY EXECUTIVE'S 1998 BUDGET

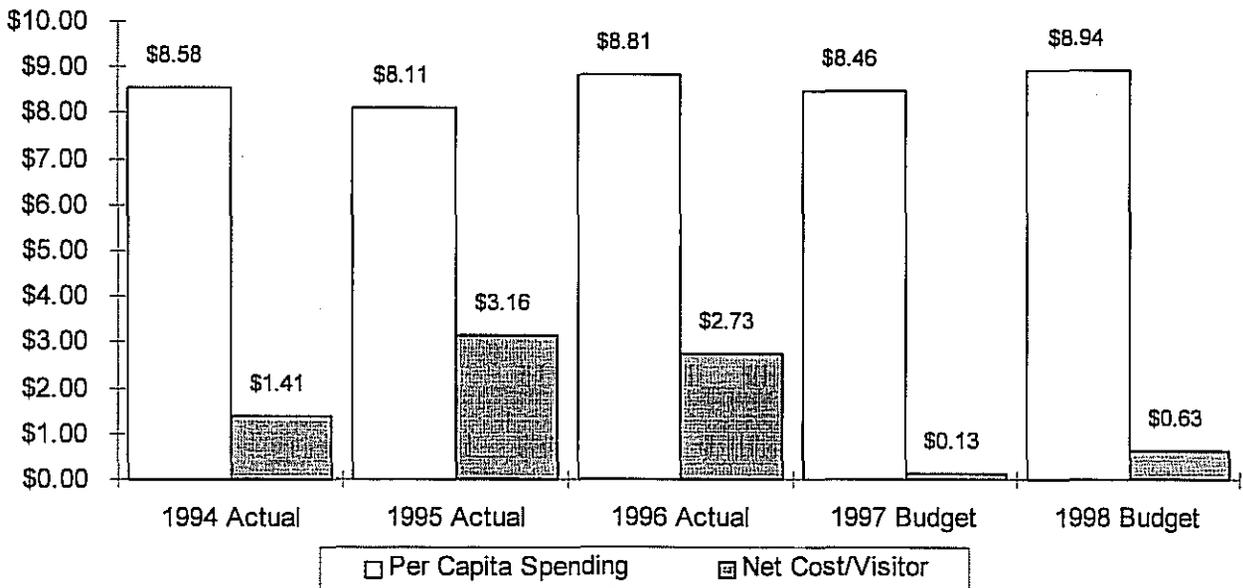
DEPT: ZOOLOGICAL DEPARTMENT

UNIT NO. 9500  
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**ZOO ATTENDANCE PATTERNS  
FIVE YEAR PERFORMANCE**



**ZOO VISITOR SPENDING AND COST PATTERNS  
FIVE YEAR PERFORMANCE**



**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: ZOOLOGICAL DEPARTMENT**

**UNIT NO. 9500**  
**FUND: General - 010000**

**RAILROAD EXPENDABLE TRUST ACCOUNT (Org. 0305)**

The Railroad Fund exists for the purpose of recording the receipt of all revenue derived from the operation of the Zoo's miniature passenger railroad.

Expenditure	Revenue	Tax Levy
\$555,763	\$555,763	0

Total 1998 expenditures and revenues for the Railroad Fund are \$555,763 and include the following:

Expenditures

- \$237,000 Reflects personal service charges from the Zoological Department for services provided by four Locomotive Engineers, eight Trackless Train Operators and various seasonal and other support staff.
- \$158,550 Appropriation for the operation and repair of locomotives, track, ties, coaches and Zoomobiles, as well as train or coach purchases and train station improvements.
- \$ 28,000 Appropriation for animal purchases.
- \$141,813 Other commodities and supplies and expenses.

Revenue

- \$555,763 Reflects revenue of \$555,763 from operation of the train and Zoomobile which includes a \$0.50 increase for adult train and Zoomobile rides. In addition, \$20,000 is included for sponsorship revenue from the Zoological Society.

**SPECIMEN EXPENDABLE TRUST ACCOUNT (Org. 0306)**

The Specimen Fund exists for the purpose of recording receipts from the sale of animals. Disbursements are to be made for the purchase of animals and related expenditures such as freight and express charges on the shipment of animals.

Expenditure	Revenue	Tax Levy
\$74,000	\$74,000	0

Total 1998 expenditures and revenues for the Specimen Fund are \$74,000 and include the following:

Expenditures

- \$ 28,000 Freight charges and travel expenses related to animal shipments.
- \$ 30,000 Appropriation for animal replacement and miscellaneous commodity purchases.
- \$ 16,000 Appropriation for temporary animal acquisitions.

Revenue

- \$ 74,000 Revenue from animal sales and investment miscellaneous earnings.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE PUBLIC MUSEUM

UNIT NO. 9700  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Wisconsin Statute 59.56(2), Milwaukee County may acquire, own, operate and maintain a public museum in the County and appropriate money for such purposes. Chapter 89 of the County Ordinances provides, authorizes and directs the Museum's operations. As a museum of human and natural history, it provides a dynamic and

stimulating environment for learning. The Museum interprets the world's cultural and natural heritage through collections, research, education and exhibits. It holds its collections as a public trust and is dedicated to their preservation for the enrichment of present and future generations.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Milwaukee Public Museum	\$ 4,300,193	\$ 3,996,060	\$ 4,300,000

## HISTORY

Milwaukee County acquired the Milwaukee Public Museum (MPM) from the City of Milwaukee in 1976. During its more than 100 years as a public institution, the Museum has grown to be one of the leading natural history museums in the nation, providing a valuable educational opportunity to visitors. However, due to changes in State-mandated services funded through the property tax (i.e., social services, criminal justice system, etc.) and increasing demand from taxpayers for property tax relief, tax levy support for non-mandated programs such as the Museum has been, and will continue to be, difficult to provide.

To continue its growth as an educational facility and maintain its reputation as one of the nation's leading natural history museums, it was necessary to provide alternative funding for the Milwaukee Public Museum. Based on the recommendations of the Blue Ribbon Task Force created in 1990 to study such alternatives, County Board Resolution File No. 91-775, adopted November 12, 1991, created a not-for-profit Museum Corporation with a Board of Directors providing management of the facility, effective March 31, 1992. County Board Resolution File No. 91-775 also established a review process to be performed by the

Department of Administration, Department of Audit and County Board staff monitoring the progress of the transition of the Museum's operations to a non-profit corporation over a five-year period. A fixed amount of \$4.3 million was the base level funding for the Museum during the initial five-year period of the Agreement.

The Lease and Management agreement was re-negotiated in 1997 to continue the County's annual \$4.3 million payment to the Milwaukee Public Museum. This obligation remains in effect for five years unless the County or MPM request that base support levels be modified after March 31, 1999. As a result of the re-negotiations, the Museum Endowment Funds were transferred to the MPM in August of 1997.

The Milwaukee Public Museum and Discovery World Museum jointly developed a Large Screen Theater, which serves both facilities. The Museums share operating expenses and revenues. Milwaukee County issued \$8.9 million in Museum Bonds during 1994. The MPM has agreed to repay \$6.2 million of these bonds from certain facility revenues.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

**UNIT NO.** 9910  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.56(3) of the Wisconsin Statutes, the Milwaukee County UW Extension Department provides a Cooperative Extension Service by joint agreement between Milwaukee County and the University of Wisconsin. The department identifies and responds to family and community needs for practical education, research and knowledge. It provides Milwaukee County access to the research and resources of the University of Wisconsin System. Its

educational programs promote community collaborations focused on youth and family development, community and economic development and the environment. The department strives to empower individuals, families, and communities by encouraging development of critical skills in leadership, strategic planning, problem-solving and decision making.

<b>BUDGET SUMMARY</b>				
Account Summary	1996* Actual	1997** Budget	1998** Budget	1997/1998 Change
Personnel	\$ 38,983	\$ 31,748	\$ 34,406	\$ 2,658
Fringe Benefits	11,480	0	0	0
Services	340,048	308,388	324,006	15,618
Commodities	22,743	24,500	26,200	1,700
Contractual Crosscharges	13,860	1,249	967	-282
Other Charges	19	0	0	0
<b>Total Expenditures</b>	<b>\$ 427,133</b>	<b>\$ 365,885</b>	<b>\$ 385,579</b>	<b>\$ 19,694</b>
<b>Total Revenue</b>	<b>\$ 75,832</b>	<b>\$ 170,673</b>	<b>\$ 190,391</b>	<b>\$ 19,718</b>
<b>Property Tax Levy</b>	<b>\$ 351,301</b>	<b>\$ 195,212</b>	<b>\$ 195,188</b>	<b>\$ -24</b>

\* The 1996 tax levy included the cost of Fringe Benefits, Central Service Allocation, Space Rental Charge and Abatement and IMSD crosscharges.

\*\* The 1997 and 1998 budgets exclude various crosscharges. Inclusion of Fringe Benefits, Central Service Allocation and IMSD crosscharges in the 1997 budget would increase tax levy by \$17,012 to \$212,224. Inclusion of these costs plus the cost of Mail Room Services in the 1998 budget would increase tax levy \$17,676, to \$212,864, for a tax levy change of \$640.

<b>PERSONNEL SUMMARY</b>				
	1996 Actual	1997 Budget	1998 Budget	1997/1998 Change
Position Equivalent	1.8	1.3	1.3	0.0
Overtime Hours	2	0	0	0
Overtime Dollars	\$36	\$0	\$0	\$0

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

**UNIT NO.** 9910

**FUND:** General - 010000

<b>PERSONNEL CLASSIFICATION (based on filled positions on 8/1/97)</b>			
Major Job Class	1997 Budget	1998 Budget	1997/1998 Change
Administrative (A)	0.0	0.0	0.0
Clerical (F)	1.0	1.0	0.0
Paraprofessional (E)	0.0	0.0	0.0
Professional (B)	2.0	2.0	0.0
Protective Services (D)	0.0	0.0	0.0
Service/Maintenance (H)	0.0	0.0	0.0
Skilled Craft (G)	0.0	0.0	0.0
Technical (C)	0.0	0.0	0.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>

<b>PERSONNEL CHANGES (See divisional highlights for details)</b>				
Job Title/Classification	Action	Number of Positions/Hours	Division	Cost of Positions (excluding fringe benefits)
None				
			<b>TOTAL</b>	<b>\$ 0</b>

<b>FOUR MAJOR PROGRAM AREAS</b>	
<p><u>Families</u></p> <p>Family Financial Management                      Nutrition Education                      Child Abuse Prevention                      School Readiness                      School Success Skills</p>	<p><u>Community and Economic Development</u></p> <p>Community Leadership Development                      Economic Development Education                      Planning and Goal Setting for Neighborhood Associations</p>
<p><u>Youth</u></p> <p>Youth Development                      4-H Clubs of Milwaukee                      Youth Futures                      Nature in the Parks                      Zoo Education</p>	<p><u>Environmental Stewardship</u></p> <p>Water Quality Education within Milwaukee Watersheds                      Pollution Prevention for Businesses and Government Agencies                      Recycling and Waste Reduction Education</p>

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

UNIT NO. 9910  
FUND: General - 010000

Milwaukee County UW Extension programs are funded through County, State, Federal and grant sources. From July 1, 1996 through June 30, 1997, Milwaukee County

dollars used to fund the Extension were used to leverage \$1,753,960 additional funds into Milwaukee County for support of programs. These funds include:

\$	142,944	Water Quality Education
	288,733	Food Stamp Recipient Nutrition Education
	117,000	Urban Gardening Education
	221,049	Food and Nutrition Education for Low Income Families
	15,000	Latino Youth Futures
	28,000	Home Ownership Counselor Training
	572,823	University Support for Milwaukee Extension
	33,656	Milwaukee Community Service Corps Anti-Hunger Program
	2,500	Child Abuse Prevention
	5,000	ACT Readiness Program - Hmong Community
	5,260	Lakeside Community Garden Grant
	15,000	Urban Initiative
	50,000	Hillside Housing Development Education Planning
	52,500	Good Neighbor/Good Tenant Program
	2,670	WDNR Environmental Education Grant
	2,500	School Readiness Program
	7,469	Connectivity Grant
	20,000	Horticulture Industry Clean Sweep
	19,000	Wisconsin Environmental Education Board
	2,200	Wisconsin Environmental Education Board
	80,000	Milwaukee Families Project
	64,256	Zoological Society
	5,000	English as a Second Language-Russian Community
	1,400	United Way Hmong Community Youth Project
\$	1,753,960	

Additional gifts and grants will target a variety of programs including the Youth Futures programs, urban forestry, and water quality and environmental education.

## DEPARTMENT DESCRIPTION

The University Extension Service consists of Administration, Family Living and Education, Horticulture, 4-H and Youth and Community Natural Resource and Economic Development sections.

Administrative operations include program support and evaluation, professional development, personnel management, accounting and financial planning. These resources are provided for Milwaukee County and the State of Wisconsin through contracts with the University of Wisconsin-Extension. The Director of the University Extension serves as the representative of the University of Wisconsin-Extension and works with Extension faculty to ensure strong and effective educational programs.

Family Living and Education provides training in the areas of housing, food science and nutrition, leadership development and consumer resource management. This section reaches 35,000 people through food and nutrition programs, and conducts the Master Food Preserver and Money Manager programs.

Horticulture offers instruction on home and community food production and the safe use of pesticides, the Master Gardener Program, counseling and provides technical advice to commercial horticulture businesses and Milwaukee County Parks staff on parks and golf courses and pesticide certification programs.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

UNIT NO. 9910

FUND: General - 010000

4-H and Youth promotes the natural sciences to youth between the ages of five and 19, teaches life skills, decision-making, develops programs for "latchkey" children and networks with other youth serving agencies and school teachers.

Community Natural Resource and Economic Development stresses economic revitalization, land use planning, waste management, small business development and local government education.

## OBJECTIVES

Milwaukee County UW Extension provides education and research from the University system to the residents of Milwaukee County to assist them in solving their problems and in improving the quality of their lives. Programs focus on family and youth development, community and economic development and the environment. Specifically the department will:

1. Strengthen families by providing:
  - a. Nutrition and family financial management education for low income families with children.
  - b. The urban garden program which supplements family nutrition and is an activity for the entire family.
  - c. Programming which helps communities deal with school readiness of the children.
  - d. Professional development training for agencies involved in Family Financial Management.
  - e. Professional development training for agencies doing home visiting for parents of newborns.
  - f. Programming which will enable families in the Hillside Housing Development to become self reliant.
  - g. Programs and research for policy makers relating to the impact of policies on families.

### Anticipated Outcomes

- a. Improved health of families through better understanding of nutrition and diets.
- b. Increased capacity of low income families to manage their financial resources.
- c. Increased number of families with access to home ownership counseling leading to successful home purchases.

- d. Improved confidence among Family Financial Management Counselors in dealing with family money problems.
  - e. Improved quality of life for families completing the Good Neighbor-Good Tenant Program.
  - f. Enhanced school readiness and reduced child abuse reports in first time parent families.
  - g. Parents of school age children will demonstrate confidence and involvement in their children's school.
2. Design and implement programs that contribute to the healthy development of youth and the prevention of youth problems by providing:
    - a. Technical assistance to County departments, youth serving agencies and community collaborations focused on the reduction of risk factors and the increase of protective factors within neighborhoods.
    - b. The Youth Futures neighborhood assessment model to the Hmong community to address the community's increasing concerns for their youth.
    - c. Technical and educational support for the Youth Futures Project in the Latino Community of the near south side of Milwaukee.
    - d. Youth programs for 25,000 youth using the Milwaukee County Parks and for 45,000 youth using the Milwaukee County Zoo.
    - e. 4-H Club programs to neighborhoods and schools as a model for youth prevention programs.
    - f. Research related to urban youth issues for neighborhoods and youth serving agencies.

### Anticipated Outcomes

- a. Neighborhoods and communities will implement programs that support positive youth development and reduce youth risk behaviors.
- b. Youth workers and professionals will demonstrate improved skills in working with Milwaukee County youth.
- c. County and municipal departments, youth-serving agencies and communities will have access to research related to urban youth development.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

UNIT NO. 9910  
FUND: General - 010000

- d. 1200 youth will demonstrate improved skills in decision making, communication, political action, goal-setting and evaluation.
  - e. Parents and volunteers will improve their understanding and skills related to youth protection and child abuse prevention.
  - f. Youth attending Parks and Zoo programs will demonstrate an increased understanding of environmental issues, natural science and environmental stewardship.
3. Provide educational programs, research and technical assistance to support community and economic development. Specifically Extension will provide:
- a. Educational programs for business and neighborhood associations that assist them in the pre-organization and planning which is necessary to be able to access the resources of the County Economic Development Department.
  - b. Neighborhoods and communities with the technical assistance, data and assessment process which empowers them to identify problems and design programs to address those problems.
  - c. Leadership education programs for boards, associations, agencies and communities to empower them to assume and succeed in leadership roles.
  - d. Education and technical assistance to the commercial horticulture business in Milwaukee County to improve their profitability and their ability to employ Milwaukee residents.
  - e. Programming to increase the effectiveness of Milwaukee's non-profit organizations.
- e. Groups of Milwaukee County residents will work to increase communication and contact between diverse groups.
4. Provide educational programs, research and technical assistance to business, government, neighborhoods and families which encourage behavior changes that promote a healthy environment. Specifically, Extension will provide:
- a. Educational programs and technical assistance related to non-point source water pollution in the Milwaukee River Watershed.
  - b. Educational training related to safe use of chemicals in the horticulture industry.
  - c. Educational programs that promote environmentally safe procedures to home gardeners, the horticulture industry and government departments using horticulture practices.

## Anticipated Outcomes

- a. Business associations and neighborhood groups will develop organizational skills and access the resources of the County Department of Economic Development.
- b. Improved leadership skills within community boards and neighborhood associations.
- c. The development of three neighborhood/community action plans to address issues which put youth at risk.
- d. Neighborhoods will develop gardens and green spaces as part of their neighborhood redevelopment.

## Anticipated Outcomes

- a. Public participation in waste reduction will increase.
- b. Hospitals, clinics, dentists and veterinarians will use alternatives to mercury-containing products and processes.
- c. MMSD operators will understand rule changes related to mercury discharge.
- d. Milwaukee County businesses will increase the reuse of products.
- e. Milwaukee County residents will adopt horticultural practices that ensure a healthy urban environment.
- f. County horticultural businesses will implement environmentally appropriate practices.

## **BUDGET HIGHLIGHTS**

- Expenditures increase \$19,694, from \$365,885 to \$385,579, due primarily to a \$14,000 increase in building and space rental.
- Revenues increase \$19,718, from \$170,673 to \$190,391, due to an increase in garden plots, return of Financial Management classes and the ability to have more conferences due to relocation to the State Fair grounds.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** MILWAUKEE COUNTY UNIVERSITY EXTENSION SERVICE

**UNIT NO.** 9910

**FUND:** General - 010000

<b>ACTIVITY &amp; STATISTICAL SUMMARY</b>				
	<u>1996</u> <u>Budget</u>	<u>1996</u> <u>Actual</u>	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>
Classes, Conferences, Workshops and Events	2,300	2,150	2,300	2,300
4-H and Youth Participation	75,000	5,000	85,000	84,500
Program Volunteers	2,000	1,494	1,800	1,500
Organizations Served	1,850	1,850	1,800	1,850
Telephone Information Requests:				
Horticulture	18,000	18,000	15,000	16,000
Family Living	300	300	250	350
Environmental	4,000	4,000	3,500	3,500
InfoSource Computer	50,000	50,000	40,000	35,000
Information Bulletins Distributed	50,000	40,000	50,000	35,000
Gardens Rented	2,700	2,900	2,500	3,000
Food Stamp Recipients Receiving Nutrition				
Information	75,000	75,000	80,000	87,000
Business Receiving Technical Assistance	300	300	400	400

<b>FEE SCHEDULE</b>		
<u>Service</u>	<u>Cost</u>	<u>Cost of Service</u>
Garden Rental	\$15/25	Fees Cover Costs
Plant Problem Analysis	\$5/specimen	Fees Cover Staff Time
Soil Analysis	\$12	Fees Cover Costs
Workshops	Depends on Conference Costs	Fees Cover Costs
Satellite Programs	\$50/half day for room fees	
Information Bulletins	Retail price set in Madison plus handling and postage fee not to exceed \$3/order	
Grant Administration	10% of grant amount	Covers administrative costs of grants within department

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: GENERAL COUNTY DEBT SERVICE**

**UNIT NO. 9960**

**FUND: Debt Service - 160000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 67.05(10) of the Wisconsin Statutes, the County Board shall levy, by a recorded resolution, a direct annual irrepealable tax

sufficient to pay the interest on bond obligations as they fall due, and to pay the bond principal at maturity.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual*</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Expenditures</u>			
Debt Service Principal (9960-8021)	\$ 41,830,000	\$ 43,069,800	\$ 44,620,000
Debt Service Interest (9960-8022)	<u>27,101,456</u>	<u>26,394,263</u>	<u>25,807,011</u>
Total Principal and Interest	\$ 68,931,456	\$ 69,464,063	\$ 70,427,011
Interest Allocation (9960-8820)	<u>-8,672,494</u>	<u>-8,253,814</u>	<u>-6,651,258</u>
<b>Total Expenditures</b>	<b>\$ 60,258,962</b>	<b>\$ 61,210,249</b>	<b>\$ 63,775,753</b>
<u>Contributions</u>			
Reserve for County Bonds (9960-4803)	<u>0</u>	<u>7,159,000</u>	<u>400,000</u>
<b>Total Contributions</b>	<b>\$ 0</b>	<b>\$ 7,159,000</b>	<b>\$ 400,000</b>
<u>Revenues</u>			
Jail Assessment Surcharge (9960-1315)	\$ 1,377,421	\$ 1,312,000	\$ 1,400,000
Investment Earnings on Sinking Fund Bonds (9960-1850)	244,036	0	0
Sale of Capital Asset (9960-4905)	0	0	4,400,266
Surplus Bond and Note Proceeds (9960-4907)	717,004	0	0
Revenue from Bonding Agent (9960-4910)	129,265	110,000	0
Undistributed Revenue (9960-4995)	0	0	0
Revenue from Project Rents (9960-4999)	<u>1,165,810</u>	<u>1,736,024</u>	<u>2,210,690</u>
<b>Total Revenue</b>	<b>\$ 3,633,536</b>	<b>\$ 3,158,024</b>	<b>\$ 8,010,956</b>
<b>Property Tax Levy**</b>	<b>\$ 56,625,426</b>	<b>\$ 50,893,225</b>	<b>\$ 55,364,797</b>

\* 1996 Actual excludes balance sheet entries to record principal retired for proprietary fund departments. This adjustment is intended to allow 1996 information to be reported on a basis comparable to the subsequent year budget summaries.

\*\* In conformance with Chapter 22 of Milwaukee County Ordinances, county sales and use tax revenues shall be dedicated primarily to the payment of general obligation debt service costs. For budgetary purposes, the County's pledge to levy ad valorem taxes for the payment of debt service payments treats sales tax revenues and property tax revenues as fungible (interchangeable).

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: GENERAL COUNTY DEBT SERVICE**

**UNIT NO. 9960**

**FUND: Debt Service - 160000**

**Summary of Bonds and Notes Outstanding**

Type of Issue	True Interest Rate	Date of Bonds	Final Maturity Date	Bonds or Notes Outstanding 12/31/97	1998 Budget Requirements	
					Principal	Interest
C	6.54	4-15-91	12-01-98	2,575,000	2,575,000	154,500
C	6.38	3-15-92	12-01-01	18,500,000	4,625,000	1,091,500
A	6.32	5-15-92	12-01-11	2,030,000	145,000	126,440
R	5.64	9-01-92	9-01-10	123,360,000	16,030,000	6,712,363
C	5.36	4-01-93	12-01-12	45,000,000	3,000,000	2,334,750
R	5.04	10-15-93	12-01-11	57,870,664	190,000	2,216,328
N	4.20	10-15-93	12-01-02	9,170,000	1,695,000	384,985
C	5.49	5-15-94	12-01-09	37,800,000	3,150,000	2,000,250
M	5.78	5-15-94	12-01-13	8,325,000	335,000	464,733
C	5.28	5-15-95	12-01-10	49,075,000	3,775,000	2,538,688
A	5.65	6-15-95	12-01-14	5,525,000	325,000	303,550
C	5.44	6-15-96	12-01-11	35,350,000	2,525,000	1,853,981
A	5.80	6-15-96	12-01-15	6,750,000	375,000	376,781
AR	5.41	7-01-96	10-01-08	21,480,000	2,270,000	1,118,650
C	5.34	5-01-97	10-01-12	43,875,000	1,975,000	3,263,203
AR	4.72	9-01-97	10-01-09	14,760,000	1,530,000	739,491
B	4.91	9-01-97	10-01-13	<u>2,500,000</u>	<u>100,000</u>	<u>126,818</u>
Outstanding Balance as of December 31, 1997 and Associated Debt Service				\$ 483,945,664	\$ 44,620,000	<u>\$25,807,011</u>
1998 Total Budgeted Debt Service						<u>\$70,427,011</u>

Type of Issue Explanation

- A - Airport Bonds
- B - Building Bonds
- C - Corporate Purpose Bonds
- M - Museum Bonds
- N - General Obligation Note
- R - Refunding Bonds
- AR - Airport Refunding Bonds

**Power Plant Sale Revenue (4905)**

In 1995, the County negotiated the sale of its co-generation power plant, located at the Milwaukee Regional Medical Center, to the Wisconsin Electric Power Company. Phase I of the sale related to power plant electrical generation and distribution and was finalized on December 29, 1995. Phase II of the sale, related to all remaining portions of the power plant including steam and chilled water generation, occurred on December 2, 1996. Sales revenues totaling \$58 million are anticipated to be realized over several years. Phase one sales revenues totaled \$7.0 million. Phase two revenues include \$20.0 million at closing plus an added \$31.0 million over 16 years. Revenue anticipated for 1998 totals \$2,057,636.

**DEBT SERVICE REVENUES**

**Jail Assessment Surcharge (1315)**

Jail Assessment Surcharge Revenue of \$1,400,000 is projected to be used to pay 1998 debt service costs for the construction of the Criminal Justice Center as allowed by Wisconsin Statutes Section 302.46(2).

**Doyle Hospital Sale Revenues (4905)**

Based on the sale agreement between Milwaukee County and Froedtert Memorial Lutheran Hospital, the County will receive annual payments over 20 years beginning in 1997 and ending in 2016 based on the volume of business generated by Froedtert Memorial Lutheran Hospital. The estimated revenue for 1998 is \$2,150,000.

**County Stadium (4905)**

In accordance with the transfer agreement with the Stadium District, the Southeast Wisconsin Professional Baseball Park District is to reimburse Milwaukee County for outstanding debt. Revenue anticipated for 1998 totals \$192,630. Stadium District revenues totaled \$500,000 in 1996 and \$500,000 in 1997. The 1998 anticipated revenue increases total Stadium District revenue to \$1,192,630. This amount matches the amount of principal and interest due on stadium bonds at the time County Stadium was transferred to the Stadium District.

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: GENERAL COUNTY DEBT SERVICE

UNIT NO. 9960

FUND: Debt Service - 160000

## Milwaukee Kickers Soccer Club (4999)

The County issued a total of \$3,750,000 in 1994 and 1995 General Obligation Bonds for the Milwaukee Kickers Soccer Club (MKsc) for the purpose of purchasing land and developing an indoor/outdoor sports complex to be located at the Uihlein Soccer Park at 7003 W. Good Hope Road in Milwaukee. The MKsc has agreed to repay the County for debt service on these bonds. Reimbursement for debt service payments in 1998 totals \$773,867.

## Marcus Center Renovation (4999)

The County issued a total of \$5,802,000 in General Obligation Bonds during 1994 and 1995 for the purpose of renovating the interior of the Marcus Center for the Performing Arts. The Marcus Center is undertaking a private fund raising effort to repay the County for bonds issued for this \$12.7 million project. Based on information provided by the Marcus Center, current pledges are sufficient to repay bonds issued by Milwaukee County for this project. Reimbursement for project debt service in 1998 totals \$668,005.

## MPM Large Screen Theater (4999)

The County issued \$8,950,000 General Obligation Museum Bonds, Series 1994A, on May 19, 1994, for the construction of a 275-seat large-screen theater and associated facility improvements. The Milwaukee Public Museum has agreed to repay the County for 1998 project debt service and has budgeted \$542,000 in payments to Milwaukee County for 1998.

## Intergovernmental Cooperation Council (4999)

The County issued \$2,500,000 General Obligation Building Bonds, Series 1997A on July 17, 1997 on behalf of the Intergovernmental Cooperation Council (ICC) for the development of an animal control shelter. The County and ICC anticipate developing an agreement prior to the release of the bond proceeds requiring the ICC to repay the County for actual debt service costs on this issue.

Reimbursement for debt service costs for 1998 totals \$226,818.

## DEBT SERVICE CONTRIBUTIONS

### Reserve for County Bonds (4803)

A contribution of \$400,000 from the Reserve for County Bonds is anticipated for 1998. Currently, the Reserve for County Bonds has a balance of \$308,194. However, sale proceeds from the anticipated sale of the 27<sup>th</sup> and Wells Street facility (formerly City Campus) are expected to be available for this purpose. Currently, the County expects to close the sale of 27<sup>th</sup> and Wells in 1997. Net proceeds from this transaction are calculated at approximately \$2.7 million. The 1998 recommended budget anticipates that \$2.3 million of sale proceeds will be used in the determination of 1997 surplus/deficit. The balance of proceeds are recommended to be used in 1998 as discussed above. The Reserve will only be available in 1998 if the County completes 1997 with an overall surplus.

## DEBT SERVICE LEVY LIMITS

Effective August 12, 1993, Section 66.77, Wisconsin Statutes imposed a property tax rate limit for Wisconsin counties. Separate limits were imposed for operating levy rates and the debt service levy rates. Initially, the baseline for the rate limit was the 1992 actual tax rate adopted for 1993 budget purposes. The County cannot exceed these operating levy rate and debt levy rate limits unless one or more of the following conditions apply, as described below. The statute establishes specific penalties for failure to meet the limit requirements. Among the penalties for exceeding the limits are reductions in state shared revenues and transportation aids.

The County adopted a debt levy rate of approximately \$1.42 per \$1,000 of equalized value as part of the 1993 budget. The conditions under which the debt service rate may be increased include: (1) a referendum is held that approves the debt issuance; (2) the County Board of Supervisors adopts a resolution that sets forth its reasonable expectation that the issuance of the debt will not cause the County to increase the debt levy rate; (3) the issuance of the debt was authorized by an initial resolution adopted prior to the effective date of 1993 Wisconsin Act 16 (August 12, 1993); (4) the debt is issued for certain specified purposes, including financing regional projects under Section 67.5(7)(f); (5) the debt is issued to fund or refund outstanding municipal obligations; (6) the County Board of Supervisors adopts an initial resolution authorizing the issuance of the debt by a vote of at least three-fourths of the members-elect of the County Board.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** GENERAL COUNTY DEBT SERVICE

**UNIT NO.** 9960

**FUND:** Debt Service - 160000

**INTEREST ALLOCATION (8820)**

<u>Fund No.</u>	<u>Org. No.</u>	<u>Capitalized and Operating Interest Expense for Proprietary Fund Departments</u>	<u>1998 Amount</u>
26	1166	Information Management Services Division	\$ 291,871
26	1170	Information Management Services Division	58,328
26	1172	Information Management Services Division	37,800
26	1173	Information Management Services Division	25,891
75	5041	Airport	3,025,140
30	5300	DPW Fleet Maintenance	318,316
83	5605	Transit System	896,316
54	5725	DPW Facilities Management	143,906
54	5702	DPW Facilities Management	616,655
54	5746	DPW Facilities Management	2,347
77	6901	DHS-Mental Health Division	383,351
77	6901	DHS-Mental Health Division - City Campus	<u>627,037</u>
		SUBTOTAL	\$ 6,426,958
15	1200-1885	Capitalized Interest for Proprietary Fund Departments	<u>224,300</u>
<b>TOTAL INTEREST ALLOCATION (Credit Expenditure)</b>			<b>\$ 6,651,258</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: METROPOLITAN SEWERAGE DISTRICT DEBT**

**UNIT NO. 9990**

**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.96(7) of Wisconsin Statutes, the County Board of Supervisors was required and directed to provide, by resolution adopted by the Metropolitan Sewerage Commission, the amount so required by tax levy or by issuing corporate bonds for such Metropolitan Sewerage District to cover the cost of projection, planning and construction of main sewers, pumping and temporary deposit works, or for improving any watercourse within the

District. Effective in 1981, the District was reorganized under provisions set forth in Sections 66.88 to 66.918 of the Wisconsin Statutes. Beginning in 1983, the District was authorized to issue its own debt. However, the County must still repay the debt issued on behalf of the District. Provisions in Section 66.882 assure annual reimbursement by the District to the County for this principal and interest payment.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
<u>Expenditures</u>			
Debt Service Principal (9990-8021)	\$ 2,900,000	\$ 2,900,000	\$ 2,000,000
Debt Service Interest (9990-8022)	366,000	215,000	100,000
<b>Total Expenditures</b>	<b>\$ 3,266,000</b>	<b>\$ 3,115,000</b>	<b>\$ 2,100,000</b>
<u>Revenues</u>			
Revenue from Metro Sewer (9990-2499)	\$ 3,266,000	\$ 3,115,000	\$ 2,100,000
<b>Property Tax Levy</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

STATISTICAL SUPPORTING DATA

Metropolitan Sewerage District principal and interest due and payable in 1998 is for a general obligation bond issued on March 1, 1979. The principal and interest payments for 1998 are the final payment for these bonds. A principal payment of \$2.0 million will be due on December 1, 1998. Interest payments are due semiannually on June 1 and December 1. Interest payments due in 1998 total \$100,000.

Revenue From Metro Sewer District (9990-2499)

As a result of the Metropolitan Sewerage District's reorganization, the County annually receives revenue from the District for debt service on County bonds issued on behalf of the District. The revenue offsets County expenditures for the District's debt service principal (9990-8021) and interest (9990-8022). Revenue anticipated for 1998 totals \$2,100,000.

# COUNTY EXECUTIVE'S 1998 BUDGET

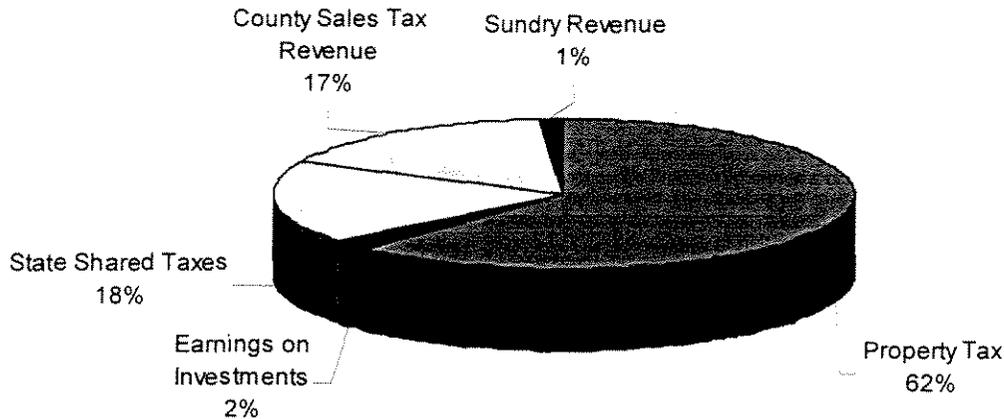
## MAJOR FUNCTION: Revenue Section

### DESCRIPTION

The revenue budgets contributing to this function area are Property Taxes, Interest on Delinquent Property Taxes, Earnings on Investments, State Shared Taxes, County Sales Tax Revenue, Surplus (or Deficit) from Prior Year, Unclaimed Money, and Other Miscellaneous Revenue.

These non-departmental revenues are not attributable to any specific operating department or fund of the County and are therefore budgeted in the County's general fund. The \$13.5 million increase in 1998 revenues for this section represent an increase of approximately 4.7 percent.

### 1998 REVENUES



For purposes of this chart, Sundry Revenue includes Interest on Delinquent Property Taxes of \$1,475,000, Surplus/(Deficit) from Prior Year of \$1,457,003, Unclaimed Money of \$800,000, and Other Miscellaneous Revenue of \$272,200.

REVENUE SUMMARY				
DESCRIPTION	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>	1997/1998 <u>Change</u>
<u>NON-DEPARTMENTAL</u>				
Property Tax	\$ 167,725,045	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400
Interest on Delinquent Property Tax	\$ 1,224,625	\$ 1,475,000	\$ 1,475,000	\$ 0
Earnings on Investments	\$ 5,668,677	\$ 5,210,700	\$ 6,523,400	\$ 1,312,700
State Shared Taxes	\$ 51,084,550	\$ 52,558,503	\$ 54,245,814	\$ 1,687,311
County Sales Tax Revenue	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300	\$ 1,638,200
Surplus (Deficit) from Prior Year	\$ 4,564,977	\$ 2,200,844	\$ 1,457,003	\$ -743,841
Unclaimed Money	\$ 1,024,275	\$ 0	\$ 800,000	\$ 800,000
Other Miscellaneous Revenue	\$ <u>3,182,122</u>	\$ <u>295,500</u>	\$ <u>272,200</u>	\$ <u>-23,300</u>
<b>TOTAL</b>	<b>\$ 280,781,335</b>	<b>\$ 290,186,968</b>	<b>\$ 303,717,438</b>	<b>\$ 13,530,470</b>

# COUNTY EXECUTIVE'S 1998 BUDGET

## MAJOR FUNCTION: Revenue Section

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### DESCRIPTION

*Property Taxes* - Pursuant to Section 59.60 of the Wisconsin Statutes, to determine the property tax levy requires: the total estimated expenditures less the estimated amount of revenue from other than property tax sources and the amount of any surplus at the close of the fiscal year next preceding which has not been legally appropriated during the current year. Section 66.77, Wisconsin Statutes imposed a property tax rate limit on Wisconsin counties, effective August 12, 1993. Separate limits were imposed for operating levy rates and debt service levy rates. Initially, the baseline for the rate limit was the 1992 actual tax rate adopted for 1993 budget purposes. The County may not exceed these operating and debt levy rate limits unless one or more specified conditions apply, as described in the statute. Section 66.77 also establishes specific penalties for failure to meet the limit requirements. Among the penalties for exceeding the limits are reductions in state shared revenues and transportation aids.

*Interest on Delinquent Property Taxes* - Pursuant to Section 74.47 (3)(d) of the Wisconsin Statutes, all interest collected by the County Treasurer on other taxes and special assessments, both prior and subsequent to the tax sale, shall be retained by the County Treasurer for the use of the County. Based on generally accepted accounting principles (GAAP), revenue in this account includes accrued interest and penalty earned and received. This revenue fluctuates from year to year, and is dependent on the amount of delinquent tax balances turned over to the Treasurer and how quickly those balances are paid. Interest and penalty decrease when balances are paid more quickly.

*Earnings on Investments* - Pursuant to Sections 66.04 (2) and 219.05 of the Wisconsin Statutes, a county has the authority to invest any of its funds not immediately needed

in time deposits of a bank, credit union, trust company or savings and loan association, or in bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, Federal agency and instrumentality securities, highly rated corporate securities or repurchase agreements.

*State Shared Taxes* - Pursuant to Chapter 79 of Wisconsin Statutes, the State apportions Shared Revenues to counties on the basis of population, equalized property values, the relative ranking of local purpose revenues, and the value of utility property (at 3 mills times the equalized value for incorporated areas within the county).

*County Sales Tax Revenue* - Pursuant to the provisions of Section 77.70 of Wisconsin Statutes, counties may enact a 0.5 percent sales and use tax. The tax is typically imposed on the same goods and services as the State's 5.0 percent sales tax.

*Surplus (Deficit) From Prior Years* - Pursuant to Section 59.60(3m) of the Wisconsin Statutes, every accounting and budgeting procedure applied under this section shall comply with generally accepted accounting principles for government, as promulgated by the Governmental Accounting Standards Board.

*Unclaimed Money* - Pursuant to Section 59.66 of Wisconsin Statutes, the County Treasurer is to publish a notice of the fact that the Treasurer's Office possesses unclaimed money. If no legal claim is made within the time specified in such notice, all funds and interest earned are to be turned over to the General Fund of the County treasury.

*Other Miscellaneous Revenue* - Pursuant to Section 59.60 of Wisconsin Statutes regarding submission of annual budget estimates, an estimate of revenue from all other sources is included in the budget.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes, property tax requirements are determined by estimating total expenditures and deducting the estimated amount of revenue from non-property tax sources and the amount of any surplus at the close of the prior fiscal year.

Section 66.77, Wisconsin Statutes imposed a property tax rate limit on Wisconsin counties, effective August 12, 1993. Separate limits were imposed for operating levy rates and

debt service levy rates. Initially, the baseline for the rate limit was the 1992 actual tax rate adopted for 1993 budget purposes. The County may not exceed these operating and debt levy rate limits unless one or more specified conditions apply, as described in the statute. Section 66.77 also establishes specific penalties for failure to meet the limit requirements. Among the penalties for exceeding the limits are reductions in state shared revenues and transportation aids.

<b>BUDGET SUMMARY</b>			
	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Property Tax Levy	\$ 167,858,937	\$ 179,307,321	\$ 188,166,721

Statistical Supporting Data

	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>Change</u>
<u>General County</u>			
Expenditures	\$ 949,356,249	\$ 930,328,758	\$ -19,027,491
Revenues	717,975,052	695,924,114	-22,050,938
Bond Issues	<u>52,073,876</u>	<u>46,237,923</u>	<u>-5,835,953</u>
General County Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400
<u>Metro Sewer</u>			
Expenditures	\$ 2,215,000	\$ 2,100,000	\$ -115,000
Revenue from Metro Sewer	<u>2,215,000</u>	<u>2,100,000</u>	<u>-115,000</u>
Metro Sewer Property Tax Levy	\$ 0	\$ 0	\$ 0
<u>Total General County and Metro Sewer</u>			
Expenditures	\$ 951,571,249	\$ 932,428,758	\$ -19,142,491
Revenues	<u>772,263,928</u>	<u>744,262,037</u>	<u>-28,001,891</u>
Total Property Tax Levy	\$ 179,307,321	\$ 188,166,721	\$ 8,859,400

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

**Summary of 1998 Recommended Tax Levy**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Legislative and Executive</u>					
1000	County Board	\$ 3,170,195	\$ 14,450	\$ 3,155,745	GEN
1001	Department of Audit	1,511,877	0	1,511,877	GEN
1011	County Executive-General Office	857,350	15,000	842,350	GEN
1015	County Exec-Emergency Government	0	0	0	GEN
1018	County Exec-Persons w/ Disabilities	131,350	0	131,350	GEN
1020	County Exec-Intergovern. Relations	381,730	0	381,730	GEN
1021	County Exec-Veteran's Services	196,448	8,200	188,248	GEN
Total Legislative and Executive		\$ 6,248,950	\$ 37,650	\$ 6,211,300	
<u>Staff Agencies</u>					
1106	DOA-Dept of Economic Development	\$ 1,078,830	\$ 1,621,935	\$ -543,105	GEN
1110	Civil Service Commission	43,347	0	43,347	GEN
1111	DOA-Housing & Community Develop	13,085,307	13,547,357	-462,050	GEN
1120	Personnel Review Board	91,369	0	91,369	GEN
1130	Corporation Counsel	1,270,185	100,000	1,170,185	GEN
1140	Department of Human Resources	2,670,601	741,941	1,928,660	GEN
1150	DOA-Risk Management	5,724,539	5,910,950	-186,411	INTER
1151	DOA-Fiscal Affairs	2,008,403	6,000	2,002,403	GEN
1152	DOA-Procurement	719,989	0	719,989	GEN
1160	DOA-Information Mgt Services	11,559,630	633,390	10,926,240	INTER
1190	Labor Relations	337,961	0	337,961	GEN
Total Staff Agencies		\$ 38,590,161	\$ 22,561,573	\$ 16,028,588	
<u>Sundry Appropriations</u>					
1900-					
1999	Non-Departmentals	\$ 34,488,646	\$ 93,731,491	\$ -59,242,845	GEN
<u>Courts and Judiciary</u>					
2000	Combined Court-Related Operations	\$ 21,358,589	\$ 10,609,341	\$ 10,749,248	GEN
2430	Child Support Enforcement	8,610,107	12,011,365	-3,401,258	GEN
Total Courts and Judiciary		\$ 29,968,696	\$ 22,620,706	\$ 7,347,990	

COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: PROPERTY TAXES

UNIT NO. 1900-1110  
 FUND: General - 010000

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>General Governmental</u>					
3010	Election Commission	\$ 831,081	\$ 120,000	\$ 711,081	GEN
3090	County Treasurer	616,989	17,250	599,739	GEN
3270	County Clerk	388,679	489,697	-101,018	GEN
3400	Register of Deeds	<u>1,562,476</u>	<u>2,928,810</u>	<u>-1,366,334</u>	GEN
Total General Governmental		\$ 3,399,225	\$ 3,555,757	\$ -156,532	
<u>Public Safety</u>					
4000	Sheriff	\$ 40,255,799	\$ 11,440,223	\$ 28,815,576	GEN
4190	Medical Examiner	2,359,691	716,150	1,643,541	GEN
4300	House of Correction	17,504,534	5,593,185	11,911,349	GEN
4500	District Attorney	<u>9,234,763</u>	<u>6,639,749</u>	<u>2,595,014</u>	GEN
Total Public Safety		\$ 69,354,787	\$ 24,389,307	\$ 44,965,480	
<u>Public Works</u>					
5040	Airport	\$ 30,877,171	\$ 33,937,212	\$ -3,060,041	ENTER
5070	Professional Services Division	6,517,640	7,285,832	-768,192	INTER
5100	Highway Maintenance	9,562,945	10,490,020	-927,075	GEN
5330	Fleet Maintenance	7,195,460	8,078,261	-882,801	INTER
5600	Milwaukee Cty Transit System	63,113,118	50,402,894	12,710,224	ENTER
5700	Public Works Administration	22,517,696	9,366,180	13,151,516	INTER
5900	User Side Subsidy	<u>11,314,382</u>	<u>7,725,719</u>	<u>3,588,663</u>	GEN
Total Public Works		\$ 151,098,412	\$ 127,286,118	\$ 23,812,294	
<u>Health and Human Services</u>					
6800	DHS-Mental Health Division	\$ 114,761,569	\$ 93,843,790	\$ 20,917,779	ENTER
7100	JLDH Transition Team	595,038	887,916	-292,878	ENTER
7200	County Supported Health Programs	48,544,967	20,889,000	27,655,967	GEN
7900	Department of Aging	37,089,868	37,638,899	-549,031	GEN
8000	Department of Human Services	<u>198,290,561</u>	<u>176,316,914</u>	<u>21,973,647</u>	GEN
Total Health and Human Services		\$ 399,282,003	\$ 329,576,519	\$ 69,705,484	

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: PROPERTY TAXES**

**UNIT NO. 1900-1110**  
**FUND: General - 010000**

Dept. No.	Department Description	1998 Budget			Type Fund**
		Expenditures	Revenues	Tax Levy	
<u>Parks, Recreation and Culture</u>					
9000	Parks Department	\$ 34,598,832	\$ 17,239,301	\$ 17,359,531	GEN
9500	Zoo	12,924,701	12,070,315	854,386	GEN
9700	Museum	4,300,000	0	4,300,000	GEN
9910	University Extension	385,579	190,391	195,188	GEN
Total Parks, Recreation and Culture		\$ 52,209,112	\$ 29,500,007	\$ 22,709,105	
<u>Debt Service</u>					
9960	General County Debt Service	\$ 63,775,753	\$ 8,410,956	\$ 55,364,797	DEBT
9990	Metro Sewer Debt Service	2,100,000	2,100,000	0	DEBT
Total Debt Service		\$ 65,875,753	\$ 10,510,956	\$ 55,364,797	
<u>Capital Projects Fund</u>					
1200-					
1876	Capital Improvements*	\$ 81,234,450	\$ 79,813,390	\$ 1,421,060	CAP
<u>Expendable Trust Accounts</u>					
	Office for Disabilities Trust Fund	\$ 4,100	\$ 4,100	\$ 0	TF
	DHS-MHD Trust Funds	35,100	35,100	0	TF
	Zoo Trust Funds	639,363	639,363	0	TF
Total Expendable Trust Funds		\$ 678,563	\$ 678,563	\$ 0	
Total County		\$ 932,428,758	\$ 744,262,037	\$ 188,166,721	

\* Revenues include \$46,237,923 in Bonding, \$7,569,000 in Passenger Facility Charges, \$24,929,167 in Reimbursement Revenue, \$122,500 in Investment Earnings and \$954,800 in Miscellaneous Revenue.

\*\* Type of fund, according to generally accepted accounting principles (GAAP), includes the following:

<u>Designation.</u>	<u>Type of Fund</u>
GEN	General Fund
INTER	Internal Service Fund
ENTER	Enterprise Fund
DEBT	Debt Service Fund
CAP	Capital Projects Fund
TF	Trust Fund

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** INTEREST ON DELINQUENT PROPERTY TAXES

**UNIT NO.** 1900-1133

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 74.47 (3)(d) of Wisconsin Statutes, all interest collected by the County Treasurer on other taxes and special assessments, both prior and subsequent to the

tax sale, shall be retained by the County Treasurer for the use of the County.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Interest and Penalty on Delinquent Property Taxes	\$ 1,224,625	\$ 1,475,000	\$ 1,475,000

Based on generally accepted accounting principles (GAAP), revenue in this account includes accrued interest and penalty earned and received. This revenue fluctuates from year to year, and is dependent on the amount of delinquent tax balances turned over to the Treasurer and how quickly those balances are paid. Interest and penalty decrease when balances are paid more quickly.

Prior years' actual revenue recorded over the last ten years has been as follows:

<u>Year</u>	<u>Amount</u>
1987	\$2,231,835
1988	1,975,401
1989	1,531,653
1990	1,740,595
1991	2,002,413
1992	2,417,290
1993	1,416,635
1994	1,419,460
1995	1,171,648
1996	1,224,625

The 1998 budget recommendation is based on the projection that delinquent tax levies will remain at the same level as 1997 delinquent levies.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** EARNINGS ON INVESTMENTS

**UNIT NO.** 1900-1850  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 66.04 (2) and 219.05 of Wisconsin Statutes, a county has the authority to invest any of its funds not immediately needed in time deposits of a bank, credit union, trust company or savings and loan association, or in

bonds or securities issued or guaranteed as to principal and interest of the U.S. Government, Federal agency and instrumentality securities, highly rated corporate securities or repurchase agreements.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Earnings on Investments	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

STATISTICAL SUPPORTING DATA

Earnings on All Funds	\$ 7,216,316	\$ 6,713,700	\$ 8,127,200
Earnings on Trust Funds, Reserves and Other Deferred Interest Liabilities	-877,545	-883,500	-1,346,800
Earnings on Proprietary Fund Bonds Allocated to the Capital Fund and Debt Service Fund	<u>-808,935</u>	<u>-619,500</u>	<u>-257,000</u>
General Fund Earnings	\$ 5,529,836	\$ 5,210,700	\$ 6,523,400

For the 1998 budget, an average investment balance of approximately \$108.7 million at an average interest rate of 6.0 percent will result in approximately \$6,523,400 of net investment earnings available to the general fund. The interest rate for the 1998 budget is projected to be slightly lower than the 1997 budgeted rate of 6.2 percent. However, the average balance available for investment is expected to increase slightly from the 1997 budgeted amount.

Construction fund earnings on unspent bond proceeds for proprietary fund departments are recorded directly in the capital projects fund. These investment earnings are used to offset capitalized interest expense for projects which are

under construction. Investment earnings on bonds which have lapsed to the sinking fund are recorded in the debt service fund.

Projected earnings of \$257,000 on unexpended bond proceeds for proprietary fund departments or restricted general fund projects are anticipated for 1998. These earnings are reflected as revenues recorded directly in the capital projects fund. Earnings on trust funds, reserves and other deferred interest liabilities include trust funds for the airport, zoo, handicapped, Federated Library System, Research Park and HUD-Rent Assistance. These earnings are estimated at \$1,346,800 for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** STATE SHARED TAXES

**UNIT NO.** 1900-2201  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapter 79 of Wisconsin Statutes, the State apportions Shared Revenues to counties on the basis of population, equalized property values, the relative ranking

of local purpose revenues, and the value of utility property (at 3 mills times the equalized value for incorporated areas within the county).

<b>BUDGET SUMMARY</b>			
	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
State Shared Taxes	\$ 51,084,550	\$ 52,558,503	\$ 54,245,814

<u>STATISTICAL SUPPORTING DATA</u>	1996	1997	1998
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Aidable Revenues	\$ 45,109,913	\$ 54,528,801	\$ 58,129,549
Utility Payment	800,262	857,805	884,523
County Mandate Relief	3,861,129	3,778,513	3,721,211
Maximum - Minimum Adjustment (\$79.06)	<u>0</u>	<u>-6,606,616</u>	<u>-8,489,469</u>
Total State Shared Taxes	\$ 49,771,304	\$ 52,558,503	\$ 54,245,814

The Wisconsin Department of Revenue's estimate of State Shared Revenue (State Shared Taxes) for Milwaukee County for 1998 totals \$54,245,814. Revenues increase by \$1,687,311 or approximately 3.2 percent for 1998. Utility payments and County mandate relief revenues remained relatively constant while aidable revenues increased significantly.

County Mandate Relief revenues are allocated to individual counties on a per capita basis. Utility payments are calculated based on 3 mills multiplied by the value of eligible utility property. The balance of Shared Revenues for aidable revenues are distributed to governmental units based on an iterative formula which considers a number of factors including equalized property values, utility property values, taxing effort and user fee collections.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** COUNTY SALES TAX REVENUE

**UNIT NO.** 1900-2403

**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 77.70 of Wisconsin Statutes, counties may enact a 0.5 percent sales and use

tax. The tax is typically imposed on the same goods and services as the State's 5.0 percent sales tax.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
County Sales Tax Revenue	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

STATISTICAL SUPPORTING DATA

	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Estimated County Sales Tax Collections, Excluding Retailer's Discount	\$ 47,012,248	\$ 49,887,400	\$ 51,550,600
State Administrative Fee	<u>-705,184</u>	<u>-748,300</u>	<u>-773,300</u>
Milwaukee County Sales Tax Collections	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300
County Sales Tax Allocated to Capital Improvements	<u>0</u>	<u>0</u>	<u>0</u>
Net County Sales Tax Revenue Available for Debt Service Expenses	\$ 46,307,064	\$ 49,139,100	\$ 50,777,300

On April 1, 1991, Milwaukee County retailers began collecting a 0.5 percent county sales and use tax. Generally, items which are currently subject to the State's 5.0 percent sales tax are subject to the county sales and use tax in counties that have enacted the tax. Milwaukee County is currently one of 48 counties in the State of Wisconsin which relies on the sales tax to fund services formerly financed by local property taxes. The county sales and use tax is administered and collected by the Wisconsin Department of Revenue. The State currently retains a 1.5 percent administrative fee for this service. The fee is scheduled to decrease to 1.25% in 1999. The State currently distributes tax revenues to counties from seven weeks to eleven weeks

after collection by retailers. The Department of Revenue has announced plans to accelerate payments to counties by approximately three weeks beginning in November, 1997.

Milwaukee County Ordinances currently require that sales tax revenue be used to pay tax-supported debt service costs. Surplus revenues not needed for debt service payments are required to be used to directly finance capital improvements. For 1998, debt service costs paid from tax revenues exceed anticipated sales and use tax revenues.

The 1998 budget projects growth of approximately 3.3 percent in budgeted sales tax receipts.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** SURPLUS (OR DEFICIT) FROM PRIOR YEAR

**UNIT NO.** 1900-4970

**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60(3m) of the Wisconsin Statutes, every accounting and budgeting procedure applied under this section shall comply with generally accepted accounting

principles for government, as promulgated by the Governmental Accounting Standards Board.

<b>BUDGET SUMMARY</b>				
	<u>1996 Budget</u>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Surplus (Deficit) From Two Years Prior To Year Budgeted	\$4,564,977	\$2,200,844	\$1,457,003	\$-743,841

**SURPLUS CALCULATION**

1996 Expenditures and Encumbrances

Expenditure Appropriation	\$	1,053,108,308
<u>Less: Actual Expenditures and Encumbrances</u>		-997,099,010
Appropriation Carryover to 1997		<u>-53,896,314</u>
Available Appropriation, December 31, 1996	\$	2,112,984

1996 Revenues

Revenue Appropriation	\$	990,043,350
<u>Less: Actual Revenues</u>		-943,883,983
Appropriation Carryover to 1997		<u>-47,609,560</u>
Excess Appropriation, December 31, 1996	\$	-1,450,193

Adjustments to Surplus

Adjustments to Reserves	\$	1,659,230
Other Adjustments		<u>-865,018</u>
NET ADJUSTMENTS	\$	794,212

1996 SURPLUS FOR 1997 BUDGET \$ 1,457,003

# COUNTY EXECUTIVE'S 1998 BUDGET

DEPT: UNCLAIMED MONEY

UNIT NO. 1900-4980  
FUND: General - 010000

## OPERATING AUTHORITY & PURPOSE

Pursuant to Section 59.66 of Wisconsin Statutes, the County Treasurer is to publish a notice of the fact that the Treasurer's Office possesses unclaimed money. If no legal

claim is made within the time specified in such notice, all funds and interest earned are to be turned over to the General Fund of the County treasury.

BUDGET SUMMARY			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Unclaimed Money	\$ 1,024,275	\$ 0	\$ 800,000

Under current law, court-related funds become revenue in even-numbered years. Previously, non-court-related funds became County revenue in odd-numbered years; now they will also become available in even-numbered years. In 1994, State law was changed to reduce the holding period

for non-court-related funds from ten years to one year making these funds available in even-numbered years. Based on this change, unclaimed monies of \$800,000 are anticipated for 1998.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OTHER MISCELLANEOUS REVENUE

**UNIT NO.** 1900-4999  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.60 of Wisconsin Statutes regarding submission of annual budget estimates, an estimate of

revenue from all other sources is included in the budget.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
Other Miscellaneous Revenue	\$ 3,182,122	\$ 295,500	\$ 272,200

Miscellaneous revenue for the last five years is summarized in the following table.

<u>Year</u>	<u>Revenue</u>
1992	\$ 348,147
1993	21,856
1994	536,114
1995	375,491
1996	3,182,122

Typically, the miscellaneous revenue account is used to record extraordinary County revenues which are not attributable to County departmental operations or major non-departmental revenue accounts. For 1998, this account includes revenues from the cancellation of uncashed County checks, the dissolution of City of Milwaukee tax incremental financing district (TID) number 13, and \$100,000 from the

Milwaukee Yacht Club for the lease of McKinley Marina. Extraordinary payments are to be received by the County once every five years for the renewal of the McKinley Marina Lease. These extraordinary payments are scheduled as follows:

1998	\$100,000
2003	125,000
2008	150,000
2013	175,000

This account fluctuates significantly from year to year because of actual entries made in conjunction with closing the financial statements. For example, the 1996 revenue is unusually high because of the dissolution of the Research Park Trust Fund.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**MAJOR FUNCTION: County-wide Non-Departmental Organization Units**

**DESCRIPTION**

This function includes five non-departmental budgets which have a county-wide impact.

Two of the budgets included in this function, the **Employee Fringe Benefit** budget and the budget for **Charges to Other County Organization Units** reflect a policy change made in 1997 to no longer include various crosscharges in departmental operating budgets. These budgets reflect the costs for Employee Fringe Benefits and an offset to Central Service Allocation charges which were formerly included in departmental budgets. Departments continue to be notified of their portion of these costs so that related reimbursement revenues may be captured.

The **Capital Outlay/Depreciation** budget includes entries to offset the cost of depreciation and to reflect the cost of purchasing fixed assets for proprietary fund departments.

These entries are required in order to budget for proprietary fund departments in accordance with Generally Accepted Accounting Principles (GAAP) without including inappropriate charges in the property tax levy.

The budget for the **Offset to Internal Service Charges** reduces total County expenditures and revenues by the amount of charges from internal service fund departments to other County departments. Without this adjustment, total County expenditures and revenues would be overstated.

The fifth budget, **Appropriation for Contingencies**, includes budgeted expenditures to be used for unanticipated County-wide emergencies or contingencies. A department must obtain approval from the County Board before these funds can be used to offset a budget shortfall.

<b>TAX LEVY SUMMARY</b>			
	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>1997/1998</u> <u>Change</u>
Charges to Other County Organizations	\$ 0	\$ 0	\$ 0
Appropriation for Contingencies	\$ 4,000,000	\$ 3,500,000	\$ -500,000
Offset to Internal Service Charges	\$ -2,771,136	\$ -114,283	\$ 2,656,853
Employee Fringe Benefits	\$ 67,673,502	\$ 63,281,748	\$ -4,391,754
Capital Outlay/Depreciation Contra	\$ -15,326,860	\$ -15,840,215	\$ -513,355
<b>TOTAL</b>	<b>\$ 53,575,506</b>	<b>\$ 50,827,250</b>	<b>\$ -2,748,256</b>

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CHARGES TO OTHER COUNTY ORGANIZATION UNITS

**UNIT NO.** 1900-8820  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>
Charges to Other County Organization Units	\$-7,785,051	\$0	\$0

This budget represents the offset to Central Service costs allocated to departments in order to show the full cost of operating a department. Beginning in 1997, the Central Service Allocation (account 6779) was not included as an expenditure in department's operating budgets. The Central Service Allocation will continue to be developed by Central Accounting and sent to departments. Departments receiving grant revenues, indirect revenues (internal service fund departments) or outside (direct) revenues will include the Central Service Allocation amounts when seeking reimbursement.

The Central Service allocation amounts for the 1998 budget are based upon the 1998 Cost Allocation Plan. The 1998 Plan uses 1996 actual costs as its basis and includes a carryover provision for the difference between the 1996 Plan (which was based on 1994 actual costs) and 1996 actual costs. Reflecting the 1996 carryover in the 1998 budget increases charges to those departments that were undercharged in 1996 and reduces charges to those departments that were overcharged in 1996.

The Central Service Allocation for 1998 reflects the prorated cost for the following:

	<u>1998 BUDGET</u>
Department of Human Resources	\$2,859,926
Department of Audit	1,288,852
Procurement	888,061
Accounts Payable	597,281
Treasurer	576,324
Payroll	592,457
Labor Relations	425,479
County-Wide Audit	141,561
Carryover	-407,182
Accounting	523,295
Budget	<u>713,374</u>
TOTAL	\$8,199,428

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: CHARGES TO OTHER COUNTY ORGANIZATION UNITS**

**UNIT NO. 1900-8820**

**FUND: General - 010000**

ALLOCATION BREAKDOWN

	<u>1997</u>	<u>1998</u>
	<u>Budget</u>	<u>Budget</u>
1000 County Board	\$ 40,287	\$ 38,871
1011 County Executive - General Office	10,268	9,989
1015 County Executive - Emergency Government	10,879	6,127
1018 County Executive - Office on Handicapped	5,537	5,182
1020 County Executive - Intergovernmental Relations	3,753	4,022
1021 County Executive - Veterans Service	4,214	4,761
1106 DOA - Department of Economic Development	10,841	9,852
1111 DOA - Housing and Community Development	78,087	70,104
1117 DOA - Rent Assistance	165,061	107,103
1130 Corporation Counsel	20,003	22,868
1150 DOA - Risk Management	39,287	43,705
1151 DOA - Administration and Fiscal Affairs	28,034	41,701
1160 DOA - Information Management Services	162,255	159,901
2000 Combined Court Related Operations	485,982	451,718
2430 Child Support Enforcement	97,918	88,211
3010 Election Commission	4,990	8,708
3270 County Clerk	12,377	15,339
3400 Register of Deeds	24,205	38,579
4000 Sheriff	673,158	718,429
4190 Medical Examiner	35,063	37,001
4300 House of Correction	326,467	335,099
4500 District Attorney	110,863	132,422
5040 Airport	227,736	264,429
5070 DPW Professional Services	249,753	186,214
5100 Highway Maintenance	101,284	94,042
5330 Fleet Maintenance	239,113	245,587
5600 Milwaukee Transit System	210,046	160,237
5700 DPW Administration/Facilities Management	393,662	362,553
5900 User Side Subsidy	32,697	24,481
6800 DHS - Mental Health Division	1,123,174	1,014,753
7100 JLDH Transition Team	0	146,578
7200 County Supported Health Programs	0	180,315
7900 Department on Aging	219,794	192,872
8000 Department of Human Services	1,467,525	1,356,494
9000 Parks Department	1,164,644	1,239,197
9500 Zoo	409,634	372,957
9910 University Extension Service	<u>6,116</u>	<u>9,026</u>
Total Charges to Other Organizational Units	\$8,194,707	\$8,199,427

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** APPROPRIATION FOR CONTINGENCIES

**UNIT NO.** 1900-8901  
**FUND:** General - 01000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.84(5) of the Wisconsin Statutes, the Director, Department of

Administration, shall transmit an estimate of funds required as an appropriation for contingencies.

<b>BUDGET SUMMARY</b>		
	<u>1997 Budget</u>	<u>1998 Budget</u>
Appropriation for Contingencies	\$ 4,000,000	\$ 3,500,000

Contingency Appropriation Analysis

	<u>1995</u>	<u>1996</u>
Adopted Appropriations	\$ 5,500,000	\$ 2,897,880
Transfers In	1,553,817	578,323
Transfers Out	<u>-4,553,967</u>	<u>-891,795</u>
Year-End Balance	\$ 2,499,850	\$ 2,584,408

BUDGET COMPARED TO APPROPRIATION TRANSFERS

<u>Year</u>	<u>Adopted Budget</u>	<u>Appropriation Transfers Out</u>
1988	\$3,500,000	\$4,082,231
1989	3,000,000	3,476,406
1990	3,000,000	3,197,417
1991	4,500,000	4,789,182
1992	3,000,000	2,048,829
1993	2,762,252	2,616,635
1994	4,000,000	1,115,141
1995	5,500,000	4,553,967
1996	2,897,880	891,795
1997	4,000,000	0
Mean	\$3,516,013	\$2,677,160

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** OFFSET TO INTERNAL SERVICE CHARGES

**UNIT NO.** 1930  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>			
	1996 <u>Actual</u>	1997 <u>Budget</u>	1998 <u>Budget</u>
<u>Expenditures</u>			
Offset to Service Departments Charges	\$ -38,225,519	\$ -26,831,619	\$ -25,055,184
<u>Revenue</u>			
Offset to Service Departments Revenue	<u>-38,225,519</u>	<u>-24,060,483</u>	<u>-24,940,901</u>
<b>Property Tax Levy</b>	\$ 0	\$ -2,771,136	\$ -114,283

The purpose of this non-departmental budget is to reduce total County expenditures and revenues by the amount of charges from internal service fund departments to other County departments. Without this adjustment, total County expenditures and revenues would be overstated.

The \$-24,940,901 of expenditure and revenue offsets reflect the charges from the following departments to other County departments:

1150 - Dept. of Administration - Risk Management	\$ -5,710,950
1160 - Dept. of Administration - Information Management Services*	\$ 0
5070- Public Works Professional Services Division	\$ -7,065,232
5330 - Public Works - Fleet Maintenance	\$ -7,914,261
5700 - Public Works - Administration and Facilities Management	\$ <u>-4,250,458</u>
<b>Total</b>	\$ -24,940,901

The second part of this budget is the tax levy impact of undistributed crosscharges from the departmental budgets. At the Adopted level, crosscharges from an internal service or enterprise department to using department are analyzed to make sure that both budgets reflect the same amount. However, miscommunications between departments at the requested level or last minute changes to budgets at the

recommended level may result in some crosscharges being over or under charged out. The crosscharge discrepancies are offset in this budget so that total County expenditures and revenues are not over or understated. The 1998 recommended budget includes the following undistributed crosscharges: \$-114,283 for DPW charges.

	<u>Expenditure</u>	<u>Revenue</u>	<u>Tax Levy</u>
Offset to Service Departments Charges	\$ -24,940,901	\$ -24,940,901	\$ 0
Undistributed Crosscharges	<u>-114,283</u>	<u>0</u>	<u>0</u>
<b>Total</b>	\$ -25,055,184	\$ -24,940,901	\$ -114,283

- In 1997 a change in budgeting policy eliminates the allocation of IMSD charges to departmental budgets. However, to recover direct revenues associated with

these charges, IMSD will continue to provide users the cost of its services.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** EMPLOYEE FRINGE BENEFITS

**UNIT NO.** 1950  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Section 59.51(2) of the Wisconsin Statutes, the County Board shall represent the

County and have management of the business and concerns in all cases where no other provision is made.

<b>BUDGET SUMMARY</b>				
	<u>1996 Actual</u>	<u>1997 Budget</u>	<u>1998 Budget</u>	<u>1997/1998 Change</u>
Health Benefits - Hospital, Professional, Major Medical & Dental	\$ 47,253,947	\$ 49,588,142	\$ 47,549,358	\$ -2,038,784
Employee Group Life Insurance	1,552,132	1,538,082	1,597,324	59,242
Annuity - County Mandatory Contribution	838,843	800,000	781,875	-18,125
Retirement System Contribution	17,727,697	12,331,126	10,289,916	-2,041,210
Medicare Reimbursement to Retired Employees	2,418,707	3,061,152	2,693,275	-367,877
Health Benefits - Consultant Fees	436,377	180,000	180,000	0
Local Transportation (Transit Pass Program)	0	175,000	190,000	15,000
	<u>\$ 70,227,703</u>	<u>\$ 67,673,502</u>	<u>\$ 63,281,748</u>	<u>\$ -4,391,754</u>
Less: Charges to Other County Departments	70,226,133	0	0	0
Less: Other Revenue	<u>1,570</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditures	\$ 0	\$ 67,673,502	\$ 63,281,748	\$ -4,391,754

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

**5303 - Health Benefits - Hospital, Professional, Major Medical and Dental Expense**

Decrease \$2,038,784, from \$49,588,142 to \$47,549,358.

This appropriation provides for the cost of the following health benefits:

	<u>1997</u> <u>Budget</u>	<u>1998</u> <u>Budget</u>	<u>Change</u>
Basic Health Benefits,			
Including Major Medical	\$ 23,629,581	\$ 24,668,820	\$ 1,039,239
Mental Health/Substance Abuse Carve-Out	1,466,625	959,030	-507,595
Health Maintenance Organizations (HMO)	23,817,896	22,797,176	-1,020,720
County Dental Plan	2,045,699	1,752,301	-293,398
Dental Maintenance Organizations (DMO)	743,370	887,028	143,658
Administrative Expense	1,395,379	1,381,513	-13,866
Employee Health Plan Waiver	66,000	66,000	0
Contributions (Active, Retired, Other Employees)	<u>-3,576,408</u>	<u>-4,962,510</u>	<u>-1,386,102</u>
<b>Total Health Benefit Cost</b>	<b>\$ 49,588,142</b>	<b>\$ 47,549,358</b>	<b>\$ -2,038,784</b>

A five-year comparison of budget and actual experience for health insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	45,374,923	44,297,415	16.3
1993	50,478,816	46,544,518	5.1
1994	49,391,645	44,936,626	-3.5
1995	51,317,413	47,311,697	5.3
1996	41,787,208	47,253,946	-0.1

Based on actuarial analysis of the County's self-insured plan, 1998 increases for the basic hospitalization and surgical/medical benefit are expected to be 8%, with a corresponding increase of 12% for the major medical benefit. These increases will be partially offset by a lower number of employees/retirees covered. The Request For Proposal (RFP) process conducted in 1997 contributes to a significant reduction in anticipated expenses for 1998. The Mental Health/Substance Abuse Carve-Out cost decreases due to a new contract with Health Management Center, Inc. The Humana HMO will no longer be offered in 1998. The rates for the two remaining HMO's, Compcare and Family

Health Plan, will continue unchanged for 1998. Employee monthly contributions are expected to increase in 1998.

**5304 - Employee Group Life Insurance**

Increase \$59,242 from \$1,538,082 to \$1,597,324

The 1998 requested appropriation contains a \$59,242 increase over the 1997 adopted level due to an increase, for certain employee groups, in the dollar amount of coverage (from \$20,000 to \$25,000) that the County is required to pay the full monthly premiums.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

A five-year comparison of budget and actual experience for group life insurance is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,097,910	946,457	0.2
1993	775,000	893,237	5.6
1994	1,310,329	997,103	11.6
1995	1,478,549	1,358,364	36.2
1996	1,475,934	1,552,132	14.3

**5305 - Annuity - County Mandatory Contribution**

Decrease \$18,125 from \$800,000 to \$781,875

The budget for the County's mandatory annuity contribution relates to eligible employees who have been members of the pension system prior to January 1, 1971, at the following rates:

8% of earnings for Deputy Sheriff  
 8% of earnings for Elected Officials  
 6% of earnings for Other Employees

A five-year comparison of budget-to-actual experience for the annuity contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	2,165,000	2,064,239	-8.5
1993	2,000,000	2,024,520	-1.9
1994	1,900,000	1,920,161	-5.2
1995	1,950,000	1,602,361	-16.6
1996	1,750,000	838,843	-47.6

**5309 - Retirement System Contribution**

Decrease \$2,041,210 from \$12,331,126 to \$10,289,916

The County's Retirement System lump-sum contribution for 1997 was budgeted at \$12,331,126, including \$167,688 for the OBRA pension contribution. For 1998, \$10,289,916 is budgeted for the lump-sum contribution, including \$218,196 for OBRA. This contribution will actually be paid in early

1999. The Employees' Retirement System administrative expenses are offset in the Department of Human Resources by revenue from pension fund investments and are not included in this budget.

The decrease in the County's lump-sum contribution for 1998 as compared to 1997 is due to the following:

1997 Final Estimate	\$12,331,000
Decrease due to change in asset valuation	-3,148,000
Decrease due to investment return	-508,000
Decrease due to contribution variance and expenses	-208,000
Increase due to demographic experience	822,000
Increase due to plan changes	556,000
Increase due to salary increases	<u>445,000</u>
1998 Estimate (rounded)	\$10,290,000

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT: EMPLOYEE FRINGE BENEFITS**

**UNIT NO. 1950**  
**FUND: General - 010000**

A five-year comparison of budget-to-actual experience for the retirement system contribution is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	17,180,830	15,429,288	-12.0
1993	15,631,287	15,631,287	1.3
1994	15,863,000	15,863,000	1.5
1995	18,813,000	18,813,000	18.6
1996	17,727,697	17,727,697	-5.8

**5316 - Medicare Reimbursement to Retired Employees**

Decrease \$367,877 from \$3,061,152 to \$2,693,275

This account provides for County payment of the Medicare Part B premium for 4,858 retired employees, including their eligible beneficiaries, over age 65 who retired with 15 or more years of pension-credited service or are on Disability Medicare. The 1997 Medicare rate of \$43.80 was not set by

Congress until after adoption of the County's 1997 budget, which included a projected rate of \$54. Once again, the actual cost of the premium will not be finalized by Congress until November. The 1998 projected Medicare rate is \$46.20 per month.

A five-year comparison of budget-to-actual experience for Medicare reimbursement to retired employees is as follows:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual % Change</u>
1992	1,855,950	1,734,669	22.3
1993	2,196,000	1,907,747	10.0
1994	2,173,532	2,209,622	15.8
1995	2,445,144	2,306,429	4.4
1996	2,871,540	2,418,707	4.9

**6148 - Health Benefits - Consultant Fees**

Increase \$0 from \$180,000 to \$180,000

An appropriation of \$180,000 is included in the 1998 Employee Fringe Benefits Budget for the purpose of retaining outside consultants to assist DHR staff in actuarial analysis, ad hoc reporting, contract/rate negotiations, preparation of Requests for Proposal for whole/universal life insurance and vision/hearing care per County Board resolution, and implementation of major revisions to the Benefits Plan.

**6804 - Local Transportation (Transit Pass Program)**

Increase \$15,000 from \$175,000 to \$190,000

An appropriation of \$190,000 is included to cover the continuation of the County's corporate transit pass program. The County, as the employer, would pay \$105 per employee toward the cost of the quarterly pass, while the employee would be charged \$30 per quarter. Approximately 7,000 free bus passes were distributed to County employees in 1997. Based on employee co-pay participation during the 4th quarter of 1997, it is estimated \$190,000 will be the 1998 cost of the County's share of the pass.

**COUNTY EXECUTIVE'S 1998 BUDGET**

**DEPT:** CAPITAL OUTLAY/DEPRECIATION CONTRA

**UNIT NO.** 1985  
**FUND:** General - 010000

**OPERATING AUTHORITY & PURPOSE**

Pursuant to the provisions of Sections 59.17 and 59.51(2) of the Wisconsin Statutes, the County Board shall represent the County and have the management of the business and

concerns of the County in all cases where no other provision is made.

BUDGET SUMMARY		
	1997 Budget	1998 Budget
Expenditures	\$ -15,326,860	\$ -15,840,215
Revenue	0	0
<b>Property Tax Levy</b>	<b>\$ -15,326,860</b>	<b>\$ -15,840,215</b>

Proprietary Fund departments include Enterprise Fund departments, (e.g., Mental Health Complex) and Internal Service Fund departments (e.g., DOA - Information Management Services). Budgeting for Proprietary Fund departments in accordance with Generally Accepted Accounting Principles (GAAP) requires that Proprietary Funds expense the cost of fixed assets over the life of the asset through depreciation. Prior to 1997, fixed assets were defined as buildings and equipment with a cost in excess of \$500. In 1997, the definitions regarding fixed assets changed. The per unit cost for non-computer equipment must exceed \$2,500 per unit and have a useful life greater than one year. Computer related equipment must exceed \$500 to be considered a fixed asset.

budgeting in accordance with GAAP, yet also ensure that these departments retain control over the purchase of fixed assets, Proprietary Fund departments will reflect an appropriation for Capital Outlay - Fixed Assets but will also reflect an offsetting credit appropriation.

Appropriations for Depreciation are included in Proprietary Fund departmental budgets while appropriations for Capital Outlay - Fixed Assets, the original cost of the fixed asset, are excluded from those budgets. To ensure proper

However, Proprietary Fund Capital Outlay - Fixed Assets is appropriately included in the property tax levy, and the appropriation for Capital Outlay - Fixed Assets for all Proprietary Funds will be reflected in this non-departmental account. Depreciation should not be included in the property tax levy and a contra appropriation for all Proprietary Funds will be reflected in this non-departmental account. This budgetary procedure has no County-wide tax levy impact.

Appropriations included in this non-departmental account are the following:

<u>Expenditures</u>	<u>Capital</u>	<u>Contra</u>	<u>Net Total</u>
	<u>Contra</u>	<u>Contra</u>	<u>Contra</u>
1150 Risk Management	\$ 34,000	\$ -15,125	\$ 18,875
1160 Information Management Services	130,100	-1,128,166	-998,066
5040 Airport	785,400	-7,772,545	-6,987,145
5070 Public Works-Prof Services	132,395	-150,885	-18,490
5330 Fleet Maintenance	0	-1,631,531	-1,631,531
5600 Milwaukee Transit System	354,050	-1,553,000	-1,198,950
5700 Public Works-Central Services	76,800	-3,191,841	-3,115,041
6800 Mental Health Complex	<u>241,220</u>	<u>-2,151,087</u>	<u>-1,909,867</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,753,965</b>	<b>\$ -17,594,180</b>	<b>\$ -15,840,215</b>