



MILWAUKEE SMALL BUSINESS EXPO

November 29, 2012

THE SMALL BUSINESS BAROMETER >

What Does it Say About
Wisconsin's Business Climate?



IN-STATE PERCEPTION: VASTLY IMPROVED

- A recent survey of Wisconsin employers shows that 94 percent believe that Wisconsin is headed in the right direction. That's up from 10 percent who felt that way in 2010.



- Economic Outlook Survey 2012
Wisconsin Manufacturers and Commerce



OUT OF STATE PERCEPTION: RECORD RANKING



★ AMERICA'S TOP STATES FOR BUSINESS 2012 ★ A CNBC SPECIAL REPORT

Overall	State	Cost of Business	Workforce	Quality of Life	Economy	Infrastructure & Transp.	Technology & Innovation	Education	Business Friendliness	Access to Capital	Cost of Living
1	Texas	28	7	35	5	1	2	26	12	8	3
2	Utah	11	9	10	7	8	24	45	10	13	6
3	Virginia	32	8	16	10	33	14	13	3	9	20
4	North Carolina	21	3	26	31	11	9	13	8	18	21
5	North Dakota	16	10	5	2	15	47	19	4	43	28
6	Nebraska	13	19	13	9	19	34	18	6	32	11
7	South Dakota	3	14	7	12	27	46	22	1	48	30
8	Colorado	40	5	8	33	23	8	27	8	4	33
9	Georgia	14	1	36	30	3	17	34	15	20	16
10	Wyoming	10	20	9	1	26	48	11	20	35	27
11	Minnesota	25	31	5	16	2	18	11	23	15	35
12	Iowa	5	37	19	3	31	28	30	10	28	19
13	Idaho	7	5	22	23	23	38	48	12	32	9
14	Indiana	16	26	40	11	18	23	25	5	37	7
15	Kansas	35	18	24	14	6	30	21	16	25	10
16	Tennessee	27	11	48	12	4	25	41	6	29	2
17	Wisconsin	15	43	14	34	6	20	10	27	27	23



OUT OF STATE PERCEPTION: RECORD RANKING



★ AMERICA'S TOP STATES FOR BUSINESS 2012 ★ A CNBC SPECIAL REPORT

- CNBC ranked Wisconsin 17th in the “Top States for Business 2012” study, up from 25th place in 2011 and 29th in 2010
- Highest Wisconsin has ever ranked since the study began
- Making progress to top 10, our goal



EXECUTIVE LEADERS MORE POSITIVE



- Earlier this year, "Chief Executive Magazine" ranked Wisconsin 20th in its 2012 Best and Worst States for Business survey
- up four spots from last year
 - up 21 spots from 2010



NEW BUSINESS GROWTH RECOVERING



- The number of new business entities formed in Wisconsin through October 2012
 - 30,003 business entities
 - an increase of 8.2% compared to the same period in 2011

- DFI, Division of Corporate & Consumer Services
NEW BUSINESS FORMATIONS
November 6, 2012



SE WISCONSIN UNIQUELY POSITIVE >

- MILWAUKEE — September 2012 [Manpower](#) survey shows the employment outlook in southeast Wisconsin is the “best in the nation;” and companies are more likely to hire in Milwaukee than anywhere else in the country.
- Manpower asked over 18,000 U.S. companies whether they plan to add jobs over the next three months and Milwaukee was found to have the most optimistic employers.
- According to the [Manpower Employment Outlook Survey](#), from July to September, 31% of the companies in southeast Wisconsin interviewed said they plan to hire more employees, while just 2% expect to reduce staff.
- Another 62% expect to maintain their current workforce levels, and 5% are not certain of their hiring plans.
- “The hiring growth we’re seeing is slow and steady and in fact, it has been for the last three years, so it’s going in the right direction.”

- Melanie Holmes,
Manpower Vice President



MILWAUKEE BUSINESS CONFIDENCE

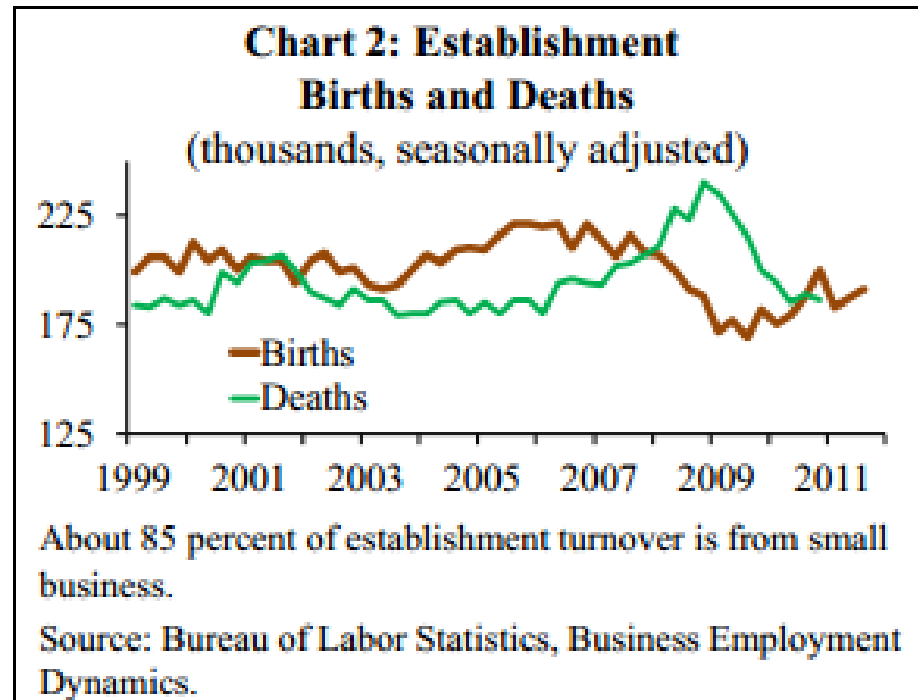


- 63 percent of businesses surveyed predict rising real sales levels for 2012 as a whole, down from the 77 percent who saw calendar year sales gains in June and the 73 percent who forecast annual gains at the beginning of 2012.
- Currently, only 13 percent of businesses expect sales declines for the year as a whole, while 24 percent predict no change.

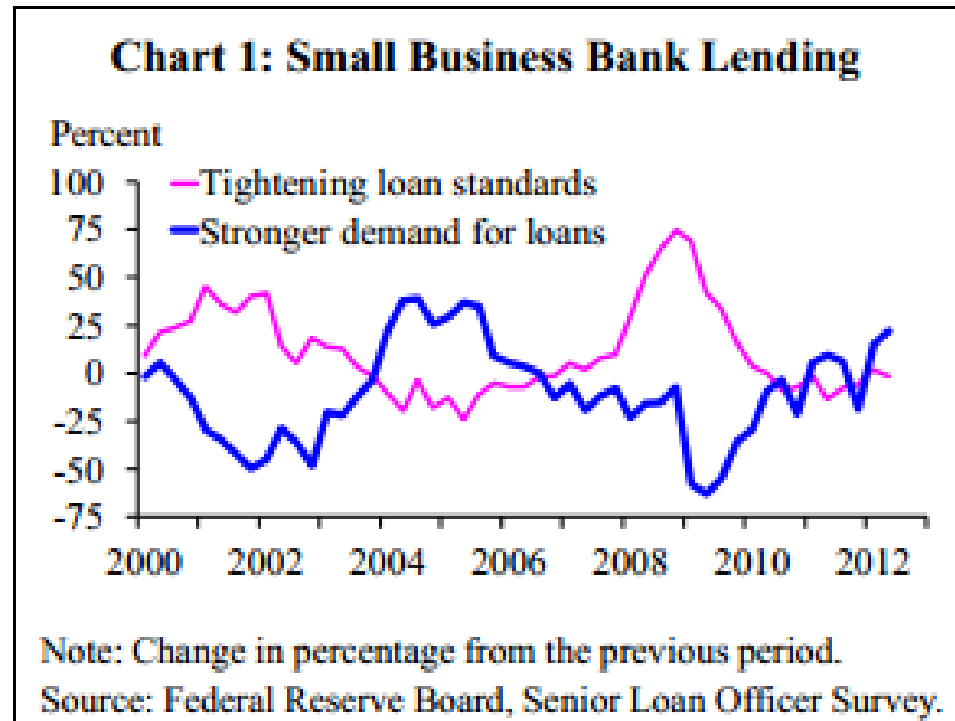
-The Business Outlook Survey
October 2012
MMAC



REAL REASON TO BELIEVE #1



REAL REASON TO BELIEVE #2



TRENDING IN RIGHT DIRECTION



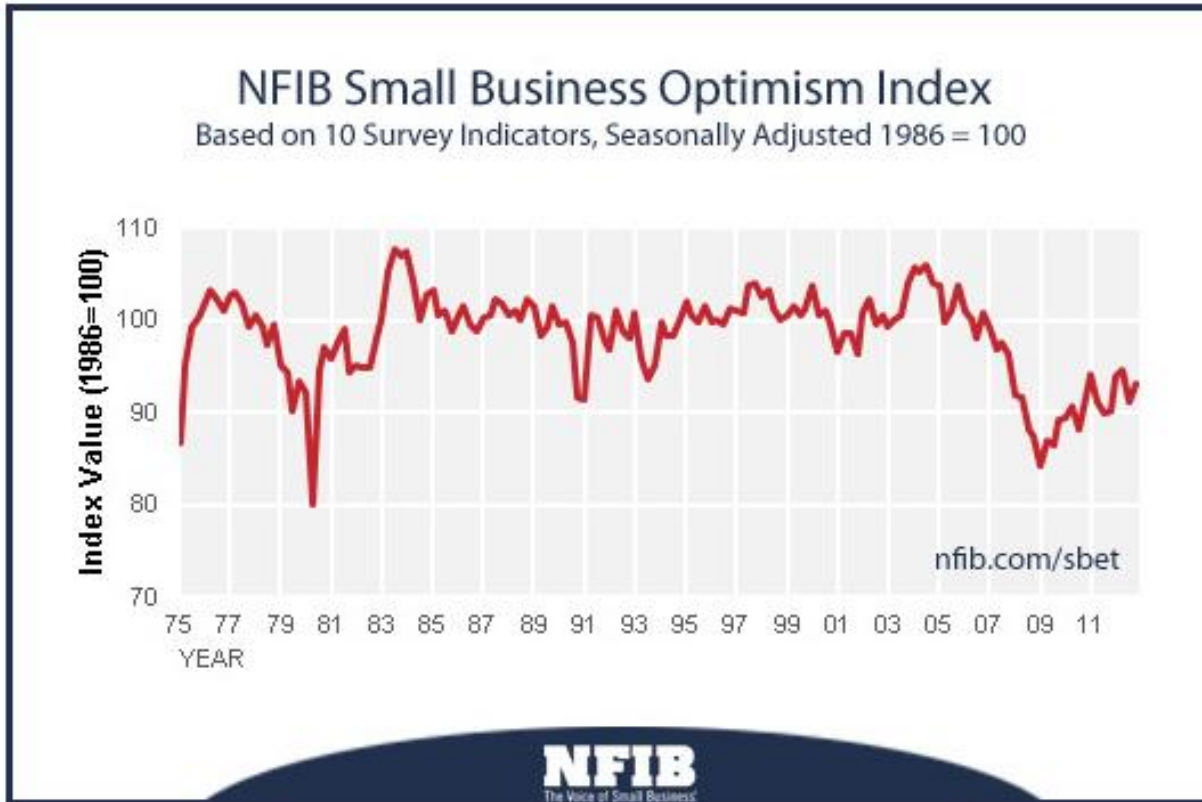
“While small firms with 20-499 employees provided three-quarters of the net employment growth since the end of the downturn....”

“Overall, the small business trends are positive with the employment increases, proprietors’ income up, and business bankruptcies trending down over the last few years.”

- Small Business Quarterly Bulletin
June, 2012
SBA



SLOW ERRATIC RECOVERY



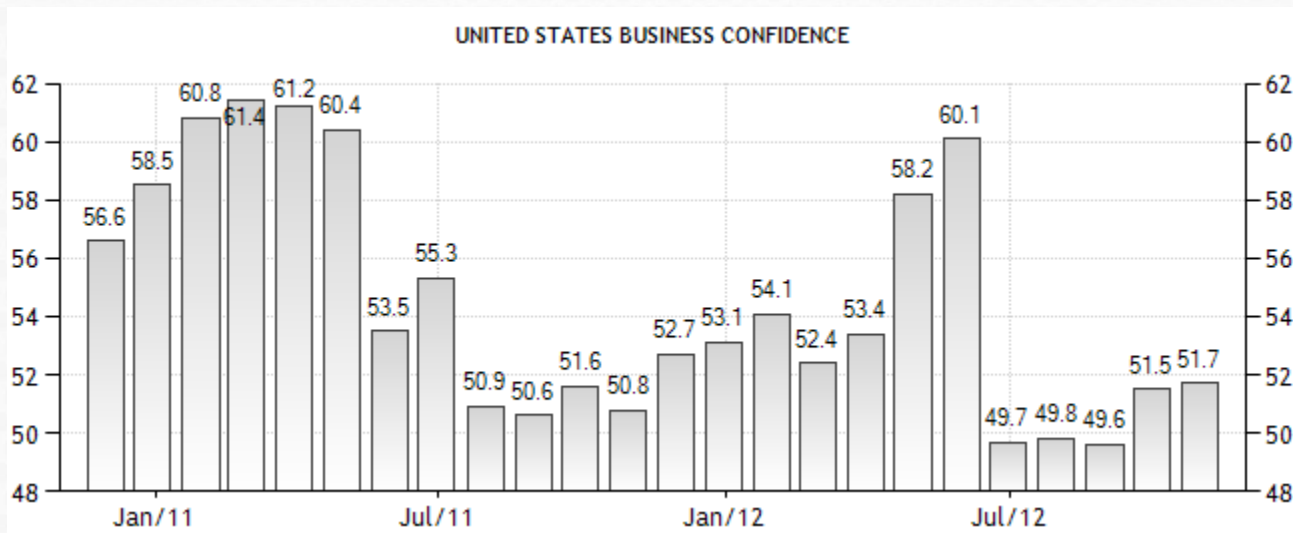
This survey was conducted in October 2012 from a sample of 10,799 small-business owners/members.



SLOW ERRATIC RECOVERY



*Duration is Longer
**Amplitude is Smaller



SOURCE: WWW.TRADINGECONOMICS.COM | INSTITUTE FOR SUPPLY MANAGEMENT



MILWAUKEE BUSINESS CONFIDENCE



- Local businesses gave their first look at expectations for the 2013 calendar year in this survey. Sixty-five percent of metro area businesses see real sales gains in 2013 (vs. 2012) while only 6 percent project declines. The remaining 29 percent see no change. Twelve months ago, survey respondents were more optimistic toward 2012 with 79 percent forecasting sales gains for the calendar year.
- 75 percent of manufacturers expect gains for the year vs. 57 percent among non-manufacturers.
- 75 percent of large employers see real sales gains in 2013 vs. 57 percent for small employers.

-The Business Outlook Survey
October 2012
MMAC



STATE GOVERNMENT ROLE: MORE ATTENTION & INVESTMENT



WEDC SMALL BUSINESS SUPPORT >

- Business Accelerators – 6 in Wisconsin end FY 2013 (regional and cluster industry focused)
- Push for Investment Capital Bill
- Minority RLFs (4)
- Regional RLFs (136 local, 3 regional - through CDBG funding)
- Standard ECD Tools (tax credits, loans, etc.)
- Improving business climate and business confidence
- Improving investment-worthiness for internal/external investors



LINKS TO RECENT REPORTS



- <http://www.ibmadison.com/In-Business-Madison/December-2012/First-Business-Bank-survey-2012-more-profitable-2013-more-uncertain/index.php?cparticle=2&siarticle=1>
- <http://www.biztimes.com/apps/pbcs.dll/article?AID=/20121217/ENEWSLETTERS04/121219866/0/Hospitality/&template=printart>





Q & A

Thank You



OFFICE OF THE COUNTY EXECUTIVE

Milwaukee County

CHRIS ABELE • COUNTY EXECUTIVE

Date: February 4, 2013

To: Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

From: Chris Abele, County Executive

Subject: Appointment of Mike Gonzalez to the Milwaukee County Research Park Corporation Board of Directors

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in County Board Resolution File Nos. 84-945, 86-64 and 88-270, I am hereby appointing Mike Gonzalez to serve on the Milwaukee County Research Park Corporation Board of Directors. Mr. Gonzalez's term will expire on February 1, 2016.

Your consideration and confirmation will be appreciated.

Chris Abele
Milwaukee County Executive

cc: Supervisor Pat Jursik, Economic and Community Development Committee, Chair
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Janelle Jensen, Committee Clerk
William Drew, Milwaukee County Research Park Corporation
Mike Gonzalez

Michael L. Gonzalez

923 East Kilbourn Avenue, Unit 2202, Milwaukee, WI 53202

Personal:

- Retired business executive with 35 years of experience in leading companies through transformational change and growth.
- Married to Janet since 1978. She retired in 2010 as Principal of Adlai E. Stevenson High School in Lincolnshire, IL, a four year H.S. with 4,600 students.
- Two daughters, Lee (31) and Lauren (30) both living in Spain, founders of Somnio Hostels based in Barcelona.
- Education:
 - B.S. in Finance (1977) from University of Illinois, Champaign-Urbana
 - MBA in Finance (1985) from the University of Chicago.
- Residence:
 - Address: 923 East Kilbourn Avenue, Unit 2202, Milwaukee, WI 53202
 - Mobile Phone: +1 708-990-8675
 - Email: michael.l.gonzalez@gmail.com

Business:

- September 2010 to September 2011: CEO and Managing Director, Dematic Europe GmbH, one of three global operations of private equity-owned (Triton Partners) Dematic, with responsibilities for Europe, Middle East, Africa and South America.
- October 2006 to September 2010: President and CEO, HK Systems, Inc., a private equity-owned provider of highly automated material handling solutions for the manufacturing and distribution sectors based in Milwaukee, WI area.
- October 1995 to April 2006: President and CEO, Interlake Material Handling, Inc., owned by Brambles, a publicly traded company based in Sydney, Australia and provider of material handling and storage solutions.
- 1986 – 1995: Various Senior Executive roles with XL/Datacomp, Inc. (later StorageTek), a high tech firm operating as IBM's largest remarketer of mid-range systems (AS/400's) in the world and provider of lease financing, service and support.
- 1977 - 1986: Various sales and sales management roles with IBM.
- Former Member, Board of Governors, Material Handling Industry of America (MHIA)
- Former Member, Roundtable of Industry Leaders, MHIA
- Former Member and President, Rack Manufacturer's Institute (RMI)

Affiliations:

- Member, Economic Club of Chicago
- Board Member, Executive Committee Member – Milwaukee Symphony Orchestra
- Former Director, Chicago District Golf Association (CDGA)

WRTP/ BIG STEP
Quarterly Reporting
August to October 2012

Tables

Table 1	Summary by Month of Direct and Indirect Costs
Table 2	Status of Indirect Cost Spending
Table 3	Cost by Month by Industry
Table 4	Residents Served for Quarter - Summary
Table 5	County Residents Placed into Employment
Table 6	Summary of Program Reporting by Month
Table 7	Line Items Costs by Month by Industry
Table 8	Program Reporting Statistics by Month

Summary Reporting Costs - WRTP/ BIG STEP

August to October 2012

Table 1

Quarterly Report 1

<u>Month</u>	<u>Direct</u>	<u>Indirect</u>	<u>Total</u>
AUG	\$ 32,868.50	\$ 9,225.50	\$ 42,094.00
SEPT	\$ 34,155.84	\$ 10,144.47	\$ 44,300.31
OCT	\$ 68,033.10	\$ 13,220.82	\$ 81,253.92
TOTAL	\$ 135,057.44	\$ 32,590.79	\$ 167,648.23

Table 2

Allowable Indirect Costs Per Agreement:	\$ 150,000
Allowable Indirect Costs to date:	\$ -
Allowable Indirect Costs Incurred this Quarter:	\$ 32,590.79
Remaining Allowable Indirect Costs:	\$ 117,409

*NOTE: Per the agreement (p. 8, Section 28), the outside auditing costs of \$50k or less, are not applied to the 15% indirect cost provision noted in Section 4 (p.2) of the agreement.

Summary of Costs and Participants Served and Employed

Table 3

<u>Month</u>	<u>Direct</u>	<u>Indirect</u>	<u>Total</u>	<u>Participants Served</u>	<u>Placed in Employment</u>
<u>Construction</u>	\$ 21,575.77	\$ 5,535.30	\$ 27,111.07	44	13
<u>Manufacturing</u>	\$ 11,292.73	\$ 3,690.20	\$ 14,982.93	8	8
<u>Other</u>	\$ -	\$ -	\$ -	2	2
Aug-2012	\$ 32,868.50	\$ 9,225.50	\$ 42,094.00	54	23
<u>Construction</u>	\$ 21,234.53	\$ 6,086.68	\$ 27,321.21	47	10
<u>Manufacturing</u>	\$ 12,921.31	\$ 4,057.79	\$ 16,979.10	4	4
<u>Other</u>	\$ -	\$ -	\$ -	0	0
Sep-2012	\$ 34,155.84	\$ 10,144.47	\$ 44,300.31	51	14
<u>Construction</u>	\$ 45,043.88	\$ 7,920.50	\$ 52,964.38	109	4
<u>Manufacturing</u>	\$ 22,989.22	\$ 5,300.32	\$ 28,289.54	2	2
<u>Other</u>	\$ -	\$ -	\$ -	1	1
Oct-2012	\$ 68,033.10	\$ 13,220.82	\$ 81,253.92	112	7
<u>Construction</u>	\$ 87,854.18	\$ 19,542.48	\$ 107,396.66	200	27
<u>Manufacturing</u>	\$ 47,203.26	\$ 13,048.31	\$ 60,251.57	14	14
<u>Other</u>	\$ -	\$ -	\$ -	3	3
Total	\$ 135,057.44	\$ 32,590.79	\$ 167,648.23	217	44

Summary Reporting Statistics - WRTP/ BIG STEP

August to October 2012

Table 4

Milwaukee County Residents - Recruitment & Assessment:	492
**Milwaukee County Residents - Career Pathway:	217
<i>*These participants received the Ready-to-Work program's Recruitment and Assessment services (phase 1) are now receiving Career Pathway services and training (phase 2).</i>	

Table 5

<u>Milwaukee County Residents Placed in Employment</u>				
sub-1		<u>Construction</u>	<u>Manufacturing</u>	<u>Other (please define)</u>
	*Full-Time:	27	14	3
	*Part-Time or Seasonal:	0	0	0
	TOTAL:	27	14	3
Construction				
sub-2		<u>Private</u>	<u>County</u>	
	*Full-Time:	27	0	
	*Part-Time or Seasonal:	0	0	
	TOTAL:	27	0	
Manufacturing				
sub-3		<u>Private</u>	<u>County</u>	
	*Full-Time:	14	0	
	*Part-Time or Seasonal:	0	0	
	TOTAL:	14	0	
Other (please define)				
sub-4		<u>Private</u>	<u>County</u>	
	*Full-Time:	3	0	
	*Part-Time or Seasonal:	0	0	
	TOTAL:	3	0	

Summary of Program Reporting

Table 6

<u>Month</u>	<u>Participants Served</u>	<u>Completed Training</u>	<u>Received Employment</u>	<u>Retention Services</u>	<u>Still Employed</u>
<u>Construction</u>	44	20	13	13	13
<u>Manufacturing</u>	8	0	8	8	8
<u>Other</u>	2	0	2	2	2
Aug-2012	54	20	23	23	23
<u>Construction</u>	47	46	10	10	10
<u>Manufacturing</u>	4	0	4	4	4
<u>Other</u>	0	0	0	0	0
Sep-2012	51	46	14	14	14
<u>Construction</u>	109	1	4	4	4
<u>Manufacturing</u>	2	0	2	2	2
<u>Other</u>	1	0	1	1	1
Oct-2012	112	1	7	7	7
<u>Construction</u>	200	67	27	27	27
<u>Manufacturing</u>	14	0	14	14	14
<u>Other</u>	3	0	3	3	3
Total	217	67	44	44	44

Program Expense Table 7
August to October 2012

Aug-2012										
Industry Focus - CONSTRUCTION										
Ready-to-Work Program Deliverable		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	Total
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages	\$ 5,509.30	\$ 2,755.51	\$ 2,244.24	\$ 3,591.55	\$ 1,045.70					\$ 15,146.30
b.) WFD Program Staff Fringe	\$ 1,681.91	\$ 678.73	\$ 888.51	\$ 1,153.32	\$ 456.47					4,858.94
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-
d.) WFD Supplies										-
e.) WFD Travel										-
f.) WFD Outside Auditor Services										-
g.) Other (utilities)								\$ 1,040.51		1,040.51
h.) Other (insurance)								\$ 530.02		530.02
Direct Costs SUBTOTAL:	\$ -	\$ 7,191.21	\$ 3,434.24	\$ 3,132.75	\$ 4,744.87	\$ 1,502.17	\$ -	\$ -	\$ 1,570.53	\$ 21,575.77
Expenditures-Indirect										
a.) Building Depreciation									\$ 1,140.18	1,140.18
b.) Equipment Depreciation									\$ 2,512.52	2,512.52
c.) Building Operations and Maintenance										-
d.) Equipment and Capital Improvements										-
e.) Executive Officers' Salary/Wages										-
f.) Executive Officers' Fringe Benefits										-
g.) Administrative Personnel's Salary/Wages						\$ 870.08				870.08
h.) Administrative Personnel's Fringe Benefits						\$ 506.47				506.47
i.) Other (Please define)						\$ 506.05				506.05
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,652.70	\$ 5,535.30
CONSTRUCTION SUBTOTAL:	\$ -	\$ 7,191.21	\$ 3,434.24	\$ 3,132.75	\$ 4,744.87	\$ 1,502.17	\$ 1,882.60	\$ -	\$ 1,570.53	\$ 27,111.07
Aug-2012										
Industry Focus - MANUFACTURING										
Ready-to-Work Program Deliverable		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	Total
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages		\$ 3,238.41	\$ 1,496.16	\$ 2,394.36	\$ 697.14					\$ 7,826.07
b.) WFD Program Staff Fringe		\$ 754.11	\$ 592.34	\$ 768.88	\$ 304.32					2,419.65
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-
d.) WFD Supplies										-
e.) WFD Travel										-
f.) WFD Outside Auditor Services										-
g.) Other (utilities)								\$ 693.67		693.67
h.) Other (insurance)								\$ 353.34		353.34
Direct Costs SUBTOTAL:	\$ -	\$ -	\$ 3,992.52	\$ 2,088.50	\$ 3,163.24	\$ 1,001.46	\$ -	\$ 1,047.01	\$ -	\$ 11,292.73
Expenditures-Indirect										
a.) Building Depreciation									\$ 760.12	760.12
b.) Equipment Depreciation									\$ 1,675.01	1,675.01
c.) Building Operations and Maintenance										-
d.) Equipment and Capital Improvements										-
e.) Executive Officers' Salary/Wages										-
f.) Executive Officers' Fringe Benefits										-
g.) Administrative Personnel's Salary/Wages						\$ 580.05				580.05
h.) Administrative Personnel's Fringe Benefits						\$ 337.65				337.65
i.) Other (Please define)						\$ 337.37				337.37
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,435.13	\$ 3,690.20
MANUFACTURING SUBTOTAL:	\$ -	\$ -	\$ 3,992.52	\$ 2,088.50	\$ 3,163.24	\$ 1,001.46	\$ 1,255.07	\$ -	\$ 1,047.01	\$ 14,982.93
Aug-2012										
Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)										
Ready-to-Work Program Deliverable		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	Total
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages										\$ -
b.) WFD Program Staff Fringe										\$ -
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										\$ -
d.) WFD Supplies										\$ -
e.) WFD Travel										\$ -
f.) WFD Outside Auditor Services										\$ -
g.) Other (utilities)										\$ -
h.) Other (insurance)										\$ -
Direct Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures-Indirect										
a.) Building Depreciation										\$ -
b.) Equipment Depreciation										\$ -
c.) Building Operations and Maintenance										\$ -
d.) Equipment and Capital Improvements										\$ -
e.) Executive Officers' Salary/Wages										\$ -
f.) Executive Officers' Fringe Benefits										\$ -
g.) Administrative Personnel's Salary/Wages										\$ -
h.) Administrative Personnel's Fringe Benefits										\$ -
i.) Other (Please define)										\$ -
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL-DIRECT:	\$ -	\$ 7,191.21	\$ 7,426.76	\$ 5,221.25	\$ 7,908.11	\$ 2,503.63	\$ -	\$ -	\$ 2,617.54	\$ 32,868.50
TOTAL-INDIRECT:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,137.67	\$ -	\$ 6,087.83	\$ 9,225.50
GRAND TOTAL-ALL:	\$ -	\$ 7,191.21	\$ 7,426.76	\$ 5,221.25	\$ 7,908.11	\$ 2,503.63	\$ 3,137.67	\$ -	\$ 6,087.83	\$ 42,094.00
Cumulative Direct	\$ -	\$ 7,191.21	\$ 7,426.76	\$ 5,221.25	\$ 7,908.11	\$ 2,503.63	\$ -	\$ -	\$ 2,617.54	\$ 32,868.50
Cumulative Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,137.67	\$ -	\$ 6,087.83	\$ 9,225.50
Cumulative Total All	\$ -	\$ 7,191.21	\$ 7,426.76	\$ 5,221.25	\$ 7,908.11	\$ 2,503.63	\$ 3,137.67	\$ -	\$ 6,087.83	\$ 42,094.00

2012 - Quarterly Report 1

September										
Industry Focus - CONSTRUCTION										
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages	\$ 4,257.32	\$ 3,713.59	\$ 2,418.72	\$ 4,188.83	\$ 1,078.69					\$ 15,657.15
b.) WFD Program Staff Fringe	\$ 1,462.14	\$ 948.90	\$ 904.74	\$ 1,087.31	\$ 477.94					4,881.03
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)	\$ 125.00									125.00
d.) WFD Supplies										-
e.) WFD Travel		\$ 438.90								438.90
f.) WFD Outside Auditor Services										-
g.) Other (utilities)								\$ 59.62		59.62
h.) Other (insurance)								\$ 72.83		72.83
Direct Costs SUBTOTAL:	\$ -	\$ 5,844.46	\$ 5,101.39	\$ 3,323.46	\$ 5,276.14	\$ 1,556.63	\$ -	\$ -	\$ 132.45	\$ 21,234.53
Expenditures-Indirect										
a.) Building Depreciation									\$ 1,251.12	1,251.12
b.) Equipment Depreciation									\$ 2,094.88	2,094.88
c.) Building Operations and Maintenance										-
d.) Equipment and Capital Improvements										-
e.) Executive Officers' Salary/Wages										-
f.) Executive Officers' Fringe Benefits						\$ 1,698.92				1,698.92
g.) Administrative Personnel's Salary/Wages						\$ 584.90				584.90
h.) Administrative Personnel's Fringe Benefits						\$ 456.86				456.86
i.) Other (Please define)										-
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,740.68	\$ -	\$ 3,346.00	\$ 6,086.68
CONSTRUCTION SUBTOTAL:	\$ -	\$ 5,844.46	\$ 5,101.39	\$ 3,323.46	\$ 5,276.14	\$ 1,556.63	\$ 2,740.68	\$ -	\$ 132.45	\$ 27,321.21
Industry Focus - MANUFACTURING										
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages	\$ 708.40	\$ 3,977.13	\$ 1,612.48	\$ 2,792.55	\$ 719.13					\$ 9,809.69
b.) WFD Program Staff Fringe	\$ 104.50	\$ 1,105.82	\$ 603.16	\$ 724.87	\$ 318.62					2,856.97
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-
d.) WFD Supplies										-
e.) WFD Travel		\$ 166.35								166.35
f.) WFD Outside Auditor Services										-
g.) Other (utilities)								\$ 39.74		39.74
h.) Other (insurance)								\$ 48.56		48.56
Direct Costs SUBTOTAL:	\$ -	\$ 812.90	\$ 5,249.30	\$ 2,215.64	\$ 3,517.42	\$ 1,037.75	\$ -	\$ 88.30	\$ -	\$ 12,921.31
Expenditures-Indirect										
a.) Building Depreciation									\$ 834.08	834.08
b.) Equipment Depreciation									\$ 1,396.58	1,396.58
c.) Building Operations and Maintenance										-
d.) Equipment and Capital Improvements										-
e.) Executive Officers' Salary/Wages										-
f.) Executive Officers' Fringe Benefits						\$ 1,132.61				1,132.61
g.) Administrative Personnel's Salary/Wages						\$ 389.94				389.94
h.) Administrative Personnel's Fringe Benefits						\$ 304.58				304.58
i.) Other (Please define)										-
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,827.13	\$ -	\$ 2,230.66	\$ 4,057.79
MANUFACTURING SUBTOTAL:	\$ -	\$ 812.90	\$ 5,249.30	\$ 2,215.64	\$ 3,517.42	\$ 1,037.75	\$ 1,827.13	\$ -	\$ 88.30	\$ 16,979.10
Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)										
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect	
Expenditures-Direct										
a.) WFD Program Staff Salary/Wages										\$ -
b.) WFD Program Staff Fringe										-
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-
d.) WFD Supplies										-
e.) WFD Travel										-
f.) WFD Outside Auditor Services										-
g.) Other (utilities)										-
h.) Other (insurance)										-
Direct Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures-Indirect										
a.) Building Depreciation										-
b.) Equipment Depreciation										-
c.) Building Operations and Maintenance										-
d.) Equipment and Capital Improvements										-
e.) Executive Officers' Salary/Wages										-
f.) Executive Officers' Fringe Benefits										-
g.) Administrative Personnel's Salary/Wages										-
h.) Administrative Personnel's Fringe Benefits										-
i.) Other (Please define)										-
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL-DIRECT:	\$ -	\$ 6,657.36	\$ 10,350.69	\$ 5,539.10	\$ 8,793.56	\$ 2,594.38	\$ -	\$ 220.75	\$ -	\$ 34,155.84
TOTAL-INDIRECT:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,567.81	\$ -	\$ 5,576.66	\$ 10,144.47
GRAND TOTAL-ALL:	\$ -	\$ 6,657.36	\$ 10,350.69	\$ 5,539.10	\$ 8,793.56	\$ 2,594.38	\$ 4,567.81	\$ 220.75	\$ 5,576.66	\$ 44,300.31
Cumulative Direct	\$ -	\$ 13,848.57	\$ 17,777.45	\$ 10,760.35	\$ 16,701.67	\$ 5,098.01	\$ -	\$ 2,838.29	\$ -	\$ 67,024.34
Cumulative Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,705.48	\$ -	\$ 11,664.49	\$ 19,369.97
Cumulative Total All	\$ -	\$ 13,848.57	\$ 17,777.45	\$ 10,760.35	\$ 16,701.67	\$ 5,098.01	\$ 7,705.48	\$ 2,838.29	\$ 11,664.49	\$ 86,394.31

Program Expense Table 7
August to October 2012

October											
Industry Focus - CONSTRUCTION											
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total	
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect		
Expenditures-Direct											
a.) WFD Program Staff Salary/Wages	\$ 14,308.24	\$ 5,570.39	\$ 3,671.86	\$ 8,276.17	\$ 2,020.76					\$ 33,847.42	
b.) WFD Program Staff Fringe	\$ 2,692.36	\$ 1,273.86	\$ 1,020.79	\$ 1,579.67	\$ 650.63					7,217.31	
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-	
d.) WFD Supplies	\$ 38.27									38.27	
e.) WFD Travel										-	
f.) WFD Outside Auditor Services							\$ 3,158.75			3,158.75	
g.) Other (utilities)								\$ 454.01		454.01	
h.) Other (insurance)								\$ 328.12		328.12	
Direct Costs SUBTOTAL:	\$ -	\$ 17,038.87	\$ 6,844.25	\$ 4,692.65	\$ 9,855.84	\$ 2,671.39	\$ -	\$ 3,158.75	\$ 782.13	\$ -	\$ 45,043.88
Expenditures-Indirect											
a.) Building Depreciation									\$ 1,254.60	1,254.60	
b.) Equipment Depreciation									\$ 3,225.04	3,225.04	
c.) Building Operations and Maintenance										-	
d.) Equipment and Capital Improvements										-	
e.) Executive Officers' Salary/Wages										-	
f.) Executive Officers' Fringe Benefits						\$ 1,951.72				1,951.72	
g.) Administrative Personnel's Salary/Wages						\$ 587.44				587.44	
h.) Administrative Personnel's Fringe Benefits						\$ 901.70				901.70	
i.) Other (Please define)										-	
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,440.86	\$ -	\$ 4,479.64	\$ -	\$ 7,920.50
CONSTRUCTION SUBTOTAL:	\$ -	\$ 17,038.87	\$ 6,844.25	\$ 4,692.65	\$ 9,855.84	\$ 2,671.39	\$ 3,440.86	\$ 3,158.75	\$ 782.13	\$ 4,479.64	\$ 52,964.38
Industry Focus - MANUFACTURING											
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total	
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect		
Expenditures-Direct											
a.) WFD Program Staff Salary/Wages	\$ 1,221.60	\$ 5,815.69	\$ 2,447.90	\$ 5,517.45	\$ 1,347.18					\$ 16,349.82	
b.) WFD Program Staff Fringe	\$ 180.19	\$ 1,628.83	\$ 680.52	\$ 1,053.11	\$ 433.75					3,976.40	
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-	
d.) WFD Supplies										-	
e.) WFD Travel		\$ 35.75								35.75	
f.) WFD Outside Auditor Services							\$ 2,105.83			2,105.83	
g.) Other (utilities)								\$ 302.67		302.67	
h.) Other (insurance)								\$ 218.75		218.75	
Direct Costs SUBTOTAL:	\$ -	\$ 1,401.79	\$ 7,480.27	\$ 3,128.42	\$ 6,570.56	\$ 1,780.93	\$ -	\$ 2,105.83	\$ 521.42	\$ -	\$ 22,989.22
Expenditures-Indirect											
a.) Building Depreciation									\$ 836.40	836.40	
b.) Equipment Depreciation									\$ 2,170.02	2,170.02	
c.) Building Operations and Maintenance										-	
d.) Equipment and Capital Improvements										-	
e.) Executive Officers' Salary/Wages										-	
f.) Executive Officers' Fringe Benefits						\$ 1,301.14				1,301.14	
g.) Administrative Personnel's Salary/Wages						\$ 391.62				391.62	
h.) Administrative Personnel's Fringe Benefits						\$ 601.14				601.14	
i.) Other (Please define)										-	
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,293.90	\$ -	\$ 3,006.42	\$ -	\$ 5,300.32
MANUFACTURING SUBTOTAL:	\$ -	\$ 1,401.79	\$ 7,480.27	\$ 3,128.42	\$ 6,570.56	\$ 1,780.93	\$ 2,293.90	\$ 2,105.83	\$ 521.42	\$ 3,006.42	\$ 28,289.54
Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)											
Ready-to-Work Program Deliverables		General Ready-to-Work Program Coordination/Support					Other General Ready-to-Work Program			Total	
Recruitment and Assessment	Career Pathway Service/Training	Industry/Field Collaboration	Project Coordination	Supportive Services	Training Support	Administration	Outside Auditor Service	Other Direct	Other Indirect		
Expenditures-Direct											
a.) WFD Program Staff Salary/Wages										-	
b.) WFD Program Staff Fringe										-	
c.) WFD Consultants (i.e. Not WRTP/Big Step staff)										-	
d.) WFD Supplies										-	
e.) WFD Travel										-	
f.) WFD Outside Auditor Services										-	
g.) Other (utilities)										-	
h.) Other (insurance)										-	
Direct Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures-Indirect											
a.) Building Depreciation										-	
b.) Equipment Depreciation										-	
c.) Building Operations and Maintenance										-	
d.) Equipment and Capital Improvements										-	
e.) Executive Officers' Salary/Wages										-	
f.) Executive Officers' Fringe Benefits										-	
g.) Administrative Personnel's Salary/Wages										-	
h.) Administrative Personnel's Fringe Benefits										-	
i.) Other (Please define)										-	
Indirect Costs SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL-DIRECT:	\$ -	\$ 18,440.66	\$ 14,324.52	\$ 7,821.07	\$ 16,426.40	\$ 4,452.32	\$ -	\$ 5,264.58	\$ 1,303.55	\$ -	\$ 68,033.10
TOTAL-INDIRECT:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,734.76	\$ -	\$ 7,486.06	\$ -	\$ 13,220.82
GRAND TOTAL-ALL:	\$ -	\$ 18,440.66	\$ 14,324.52	\$ 7,821.07	\$ 16,426.40	\$ 4,452.32	\$ 5,734.76	\$ 5,264.58	\$ 1,303.55	\$ 7,486.06	\$ 81,253.92
Cumulative Direct	\$ -	\$ 32,289.23	\$ 32,101.97	\$ 18,581.42	\$ 33,128.07	\$ 9,550.33	\$ -	\$ 5,264.58	\$ 4,141.84	\$ -	\$ 135,057.44
Cumulative Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,440.24	\$ -	\$ -	\$ 19,150.55	\$ 32,590.79
Cumulative Total All	\$ -	\$ 32,289.23	\$ 32,101.97	\$ 18,581.42	\$ 33,128.07	\$ 9,550.33	\$ 13,440.24	\$ 5,264.58	\$ 4,141.84	\$ 19,150.55	\$ 167,648.23

August

A. Recruitment and Assessment

Recruitment and Assessment Services							
# of Participants Served	# of Participants placed into Career Pathways/ Training Services	Construction		Manufacturing		Other (please define)	
		# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)
175	54	0	13	0	8	0	2
RECRUITMENT AND ASSESSMENT SUBTOTAL:							
175	54	0	13	0	8	0	2

- 1.) Recruitment and Assessment:**
 a.) General Orientation Sessions
 b.) Assessment Sessions
 c.) Resource Information Sessions
 d.) Community Referral Networking

B. Career Pathway Service/Training

Industry Focus - CONSTRUCTION							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are <u>still employed</u>	# of Participants that Received Retention Services but are <u>no longer employed</u>
0	0						
18	17						
21	3	3					
13			13	0	13		
-8						13	0
CONSTRUCTION SUBTOTAL:							
44	20	3	13	0	13	13	0

- 1.) Career Exploration:**
 a.) Youth Apprenticeship
 b.) Youth internship
 c.) Subsidized Work Experience
 d.) Job Shadowing Opportunities
 e.) Resume Development
 f.) Career Planning Support
- 2.) Specialized Occupational Skills Training:**
 a.) Short-Term/State-certified pre-employment training
 b.) On the Job Training
 c.) Customized Pre-Employment Training
 d.) Incumbent and Workplace based Training
- 3.) Pre-Apprenticeship Tutoring**
- 4.) Placement Support**
- 5.) Retention Services ADJ for Participants receiving multiple services/training:**

August							
Recruitment and Assessment Services							
Industry Focus - MANUFACTURING							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are <u>still employed</u>	# of Participants that Received Retention Services but are <u>no longer employed</u>
B. Career Pathway Service/Training							
1.) Career Exploration:							
a.) Youth Apprenticeship							
b.) Youth Internship							
c.) Subsidized Work Experience							
d.) Job Shadowing Opportunities							
e.) Resume Development							
f.) Career Planning Support							
0	0						
2.) Specialized Occupational Skills Training:							
a.) Short-Term/State-certified pre-employment training							
b.) On the Job Training							
c.) Customized Pre-Employment Training							
d.) Incumbent and Workplace based Training							
0	0						
3.) Pre-Apprenticeship Tutoring							
4.) Placement Support							
8			8	0	8		
5.) Retention Services ADJ for Participants receiving multiple services/training:							
0						8	0
MANUFACTURING SUBTOTAL:							
8	0	0	8	0	8	8	0
Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are <u>still employed</u>	# of Participants that Received Retention Services but are <u>no longer employed</u>
B. Career Pathway Service/Training							
1.) Career Exploration:							
a.) Youth Apprenticeship							
b.) Youth Internship							
c.) Subsidized Work Experience							
d.) Job Shadowing Opportunities							
e.) Resume Development							
f.) Career Planning Support							
0	0						
2.) Specialized Occupational Skills Training:							
a.) Short-Term/State-certified pre-employment training							
b.) On the Job Training							
c.) Customized Pre-Employment Training							
d.) Incumbent and Workplace based Training							
0	0						
3.) Pre-Apprenticeship Tutoring							
4.) Placement Support							
2			2		2		
5.) Retention Services ADJ for Participants receiving multiple services/training:							
0						2	2
OTHER SUBTOTAL:							
2	0	0	2	0	2	2	2
GRAND TOTAL:							
see below	20	3	23	see below	see below	23	2
175				Recrt/Assess:		0	23
54				via Career Pathway:		0	23

NOTES:

*Assuming all of the above is correct, it would make sense to have each Ready-to-Work participant be counted uniquely. Each participant (served) is initially counted in the Recruitment and Assessment phase. As a participant is funneled into the Career Pathways Services/Training they are also tracked by the service they receive. To avoid double-counting of a participant that receives multiple Career Pathway services/trainings, please put in a negative number in the "# of Participants Served" column for each month. For instance, if one (1) participant in the Construction Industry-Focus area receives Career Exploration Training as well as Specialized Occupational Training, you would place a negative number of -1 in the # of Participants column (C) in ROWS 34, 58, and 82. The net # will be used to track the number of unique participants that receive Career Pathway services/training in order to satisfy the Program Deliverable of 1,000 Milw. Residents receiving Career Pathway services/training (located on p. 1, Section 1(B)(1) of the Ready to Work Agreement).

REFERENCES:

* (1) WRTP/Big Step to detail the number of **Opportunities** that are Milwaukee County Job related and the number of **Opportunities** that are Private-Sector related.

* (2) and (3) WRTP/Big Step to detail the number of **Jobs** that are Milwaukee County Jobs and the number of Private-Sector Jobs.

2012 - Quarterly Report 1

September

Recruitment and Assessment Services

A. Recruitment and Assessment

# of Participants Served	# of Participants placed into Career Pathways/ Training Services	Construction		Manufacturing		Other (please define)		
		# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	
73	51	0	10	0	4	0	0	
RECRUITMENT AND ASSESSMENT SUBTOTAL:		73	51	0	10	0	4	0

- 1.) Recruitment and Assessment:**
 a.) General Orientation Sessions
 b.) Assessment Sessions
 c.) Resource Information Sessions
 d.) Community Referral Networking

B. Career Pathway Service/Training

# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	Industry Focus - CONSTRUCTION					# of Participants that Received Retention Services but are <u>no longer employed</u>
			# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are <u>still employed</u>		
0	0							
19	19							
27	27	27						
10			10	0	10			
-9						10	0	
CONSTRUCTION SUBTOTAL:		47	46	27	10	0	10	0

- 1.) Career Exploration:**
 a.) Youth Apprenticeship
 b.) Youth internship
 c.) Subsidized Work Experience
 d.) Job Shadowing Opportunities
 e.) Resume Development
 f.) Career Planning Support
- 2.) Specialized Occupational Skills Training:**
 a.) Short-Term/State-certified pre-employment training
 b.) On the Job Training
 c.) Customized Pre-Employment Training
 d.) Incumbent and Workplace based Training
- 3.) Pre-Apprenticeship Tutoring**
- 4.) Placement Support**
- 5.) Retention Services ADJ for Participants receiving multiple services/training:**

B. Career Pathway Service/Training

1.) Career Exploration:

- a.) Youth Apprenticeship
- b.) Youth internship
- c.) Subsidized Work Experience
- d.) Job Shadowing Opportunities
- e.) Resume Development
- f.) Career Planning Support

2.) Specialized Occupational Skills Training:

- a.) Short-Term/State-certified pre-employment training
- b.) On the Job Training
- c.) Customized Pre-Employment Training
- d.) Incumbent and Workplace based Training

3.) Pre-Apprenticeship Tutoring

4.) Placement Support

5.) Retention Services ADI for Participants receiving multiple services/training:

MANUFACTURING SUBTOTAL:

Industry Focus - MANUFACTURING							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are still employed	# of Participants that Received Retention Services but are no longer employed
0	0						
0	0						
4			4	0	4		
0						4	
4	0	0	4	0	4	4	0

B. Career Pathway Service/Training

1.) Career Exploration:

- a.) Youth Apprenticeship
- b.) Youth internship
- c.) Subsidized Work Experience
- d.) Job Shadowing Opportunities
- e.) Resume Development
- f.) Career Planning Support

2.) Specialized Occupational Skills Training:

- a.) Short-Term/State-certified pre-employment training
- b.) On the Job Training
- c.) Customized Pre-Employment Training
- d.) Incumbent and Workplace based Training

3.) Pre-Apprenticeship Tutoring

4.) Placement Support

5.) Retention Services ADI for Participants receiving multiple services/training:

OTHER SUBTOTAL:

GRAND TOTAL:

Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are still employed	# of Participants that Received Retention Services but are no longer employed
0	0						
0	0						
0	0	0	0	0	0	0	0
see below	46	27	14	see below	see below	14	0
73			via Recrt/Assess:	0	14		
51			via Career Pathway:	0	14		

NOTES:

*Assuming all of the above is correct, it would make sense to have each Ready-to-Work participant be counted uniquely. Each participant (served) is initially counted in the Recruitment and Assessment phase. As a participant is funneled into the Career Pathways Services/Training they are also tracked by the service they receive. To avoid double-counting of a participant that receives multiple Career Pathway services/trainings, please put in a negative number in the "# of Participants Served" column for each month. For instance, if one (1) participant in the Construction Industry-Focus area receives Career Exploration Training as well as Specialized Occupational Training, you would place a negative number of -1 in the # of Participants column (C) in ROWS 34, 58, and 82. The net # will be used to track the number of unique participants that receive Career Pathway services/training in order to satisfy the Program Deliverable of 1,000 Milw. Residents receiving Career Pathway services/training (located on p. 1, Section 1(B)(1) of the Ready to Work Agreement).

REFERENCES:

*(1) WRTP/Big Step to detail the number of **Opportunities** that are Milwaukee County Job related and the number of **Opportunities** that are Private-Sector related.

*(2) and (3) WRTP/Big Step to detail the number of **Jobs** that are Milwaukee County Jobs and the number of Private-Sector Jobs.

October									
Recruitment and Assessment Services									
# of Participants Served	# of Participants placed into Career Pathways/ Training Services	Construction		Manufacturing		Other (please define)			
		# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)		
244	112	0	4	0	2	0	1		
RECRUITMENT AND ASSESSMENT SUBTOTAL:		244	112	0	4	0	2	0	1

- 1.) Recruitment and Assessment:**
 a.) General Orientation Sessions
 b.) Assessment Sessions
 c.) Resource Information Sessions
 d.) Community Referral Networking

B. Career Pathway Service/Training

Industry Focus - CONSTRUCTION								
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are <u>still employed</u>	# of Participants that Received Retention Services but are <u>no longer employed</u>	
85	0							
0	0							
20	1	1						
4			4	0	4			
0						4		
CONSTRUCTION SUBTOTAL:		109	1	1	4	0	4	0

- 1.) Career Exploration:**
 a.) Youth Apprenticeship
 b.) Youth internship
 c.) Subsidized Work Experience
 d.) Job Shadowing Opportunities
 e.) Resume Development
 F.) Career Planning Support
- 2.) Specialized Occupational Skills Training:**
 a.) Short-Term/State-certified pre-employment training
 b.) On the Job Training
 c.) Customized Pre-Employment Training
 d.) Incumbent and Workplace based Training
- 3.) Pre-Apprenticeship Tutoring**
- 4.) Placement Support**
- 5.) Retention Services ADJ for Participants receiving multiple services/training:**

October
Recruitment and Assessment Services

B. Career Pathway Service/Training

- 1.) Career Exploration:**
a.) Youth Apprenticeship
b.) Youth internship
c.) Subsidized Work Experience
d.) Job Shadowing Opportunities
e.) Resume Development
f.) Career Planning Support

- 2.) Specialized Occupational Skills Training:**
a.) Short-Term/State-certified pre-employment training
b.) On the Job Training
c.) Customized Pre-Employment Training
d.) Incumbent and Workplace based Training

3.) Pre-Apprenticeship Tutoring

4.) Placement Support

- 5.) Retention Services ADJ for Participants receiving multiple services/training:**

MANUFACTURING SUBTOTAL:

Industry Focus - MANUFACTURING							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are still employed	# of Participants that Received Retention Services but are no longer employed
0	0						
0	0						
0	0	0					
2			2	0	2		
0						2	
2	0	0	2	0	2	2	0

B. Career Pathway Service/Training

- 1.) Career Exploration:**
a.) Youth Apprenticeship
b.) Youth internship
c.) Subsidized Work Experience
d.) Job Shadowing Opportunities
e.) Resume Development
f.) Career Planning Support

- 2.) Specialized Occupational Skills Training:**
a.) Short-Term/State-certified pre-employment training
b.) On the Job Training
c.) Customized Pre-Employment Training
d.) Incumbent and Workplace based Training

3.) Pre-Apprenticeship Tutoring

4.) Placement Support

- 5.) Retention Services ADJ for Participants receiving multiple services/training:**

OTHER SUBTOTAL:

GRAND TOTAL:

Industry Focus - OTHER (PLEASE DEFINE INDUSTRY)							
# of Participants Served	# of Participants that Completed Training	# of Participants Successfully passing the ACCUPLACER Test	# of Employment Opportunities for Participants (1)	# of Participants Placed in Seasonal or Part-Time Employment (2)	# of Participants Placed in Full-Time Employment (3)	# of Participants that Received Retention Services and are still employed	# of Participants that Received Retention Services but are no longer employed
0	0						
0	0						
1			1		1		
1						1	
1	0	0	1	0	1	1	0
see below	1	1	7	see below	see below	7	0
244			via Rechr/Assess:	0	7		
112			via Career Pathway:	0	7		

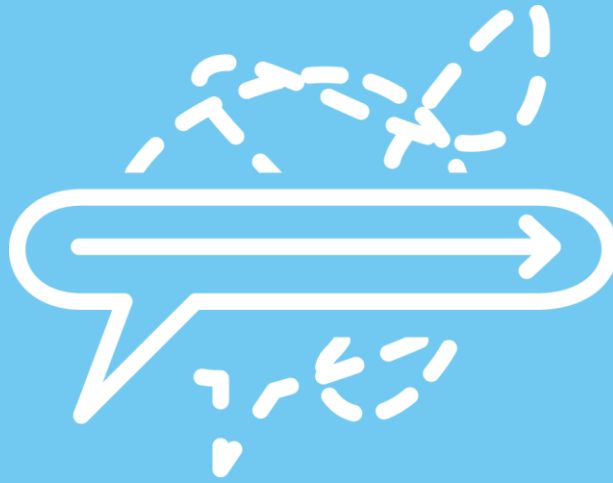
NOTES:

*Assuming all of the above is correct, it would make sense to have each Ready-to-Work participant be counted uniquely. Each participant (served) is initially counted in the Recruitment and Assessment phase. As a participant is funneled into the Career Pathways Services/Training they are also tracked by the service they receive. To avoid double-counting of a participant that receives multiple Career Pathway services/trainings, please put in a negative number in the "# of Participants Served" column for each month. For instance, if one (1) participant in the Construction Industry-Focus area receives Career Exploration Training as well as Specialized Occupational Training, you would place a negative number of -1 in the # of Participants column (C) in ROWS 34, 58, and 82. The net # will be used to track the number of unique participants that receive Career Pathway services/training in order to satisfy the Program Deliverable of 1,000 Milw. Residents receiving Career Pathway services/training (located on p. 1, Section 1(B)(1) of the Ready to Work Agreement).

REFERENCES:

*(1) WRTP/Big Step to detail the number of **Opportunities** that are Milwaukee County Job related and the number of **Opportunities** that are Private-Sector related.

*(2) and (3) WRTP/Big Step to detail the number of **Jobs** that are Milwaukee County Jobs and the number of Private-Sector Jobs.



Get the straight story.

WRTP/BIG STEP

Quarterly Reporting Framework for the Ready to Work Program

February 8, 2013

Prepared By:
Christine Smith, Principal
Baker Tilly Virchow Krause, LLP
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707



Candor. Insight. Results.



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Madison, WI 53707-7398
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fax 608 249 8532
bakertilly.com

February 27, 2013

Mr. Earl Buford
President/CEO
3841 W Wisconsin Avenue
Milwaukee, WI 53208

Dear Mr. Buford:

On December 12, 2012, Baker Tilly Virchow Krause, LLP ("Baker Tilly") was contracted to establish and execute a quarterly reporting framework for the Ready to Work Workforce program. The purpose of the project was to establish a reporting framework to verify the accuracy of quarterly program outcomes and expenditures, and to provide an independent review of the quarterly reports on the Ready to Work Workforce Development program.

Baker Tilly is pleased to present an initial draft report of the results of our analysis. Please do not hesitate to contact us with any questions you might have regarding the information contained in this report or the work completed to reach the conclusions set forth.

We are pleased to be working with you throughout this project and look forward to your feedback and moving forward with next steps.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Christine Smith, Principal

Background and Summary

We have completed our review of the Wisconsin Regional Training Partnership/Building Industry Group Skilled Trades Employment Program’s (“WRTP/ BIG STEP”) Quarter 1 Draft Report of its administration of the Ready to Work Workforce Development program. The Draft Report contained both monthly snapshots of financial and program information from August 2012 through October 2012, and a summary of the entire three month period.

Under its contract with Milwaukee County, WRTP/BIG STEP is required to complete quarterly reports throughout the duration of this 18 month program that contain information on the number of people served by the program, the types of services individuals received, and program expenditures, including personnel and program costs. Milwaukee County and WRTP/BIG STEP have jointly created a format for the quarterly reports. WRTP/BIG STEP has contracted with Baker Tilly Virchow Krause, LLP (“Baker Tilly”, “we”, “our”, “us”) as the outside agency to determine whether the quarterly reports are reasonable and accurately reflect the program activities and expenditures.

Based on our review, the Quarter 1 Draft Report contains reasonable and accurate information regarding program expenditures. However, we found that the Draft Report did not always contain accurate calculations of the number of participants who received recruitment and assessment services, career pathway and training services, and job placements because of calculation errors. WRTP/BIG STEP was aware of errors before our review began and has already taken appropriate actions to prevent them in future reports.

Review of Program Expenditures

As part of our financial review, we interviewed WRTP/BIG STEP finance staff about the processes used to create the financial information included in the Quarter 1 Draft Report, reviewed relevant policies and procedures to determine how internal control is maintained over programs funds, and analyzed the direct and indirect expenditures in the Draft Report to ensure that calculations performed by WRTP/BIG STEP were reasonable and accurate.

For this initial review, we also completed several one-time financial audit tasks to obtain a better understanding of WRTP/BIG STEP’s financial management practices and provide additional assurance for our future reviews that program finances are managed appropriately and reported accurately. Our audit tasks included:

- > Tracing the total expenses contained in the Quarter 1 Draft Report to WRTP/BIG STEP’s income statements and the general ledger.
- > Reviewing ten salary and wage entries to determine whether amounts were calculated correctly, allocated to the correct funding source, and that time cards were reviewed by supervisory staff.
- > Reviewing five disbursements on the quarterly check register and verifying that there were supporting invoices and documentation.

Our review confirmed that the direct and indirect expenditures were calculated accurately and are reasonable. As shown in the table below, from August 2012 through October 2012, WRTP/BIG STEP spent a total of \$167,648, including \$135,057 in direct expenditures and \$32,591 in indirect expenditures, to provide career pathway and training services and provide job placement assistance. Expenditures increased during the three month period as program participation increased.

Expenditures for the Ready to Work Workforce Development Program ¹			
	Direct Expenditures	Indirect Expenditures	Total
August 2012	\$32,869	\$9,226	\$42,094
September 2012	\$34,156	\$10,144	\$44,300
October 2012	\$68,033	\$13,221	\$81,254
Total	\$135,057	\$32,591	\$167,648

Review of Program Participation

¹ Analyses performed using data provided by WRTP/BIG STEP.

WRTP Quarterly Reporting Framework for the Ready to Work Program

As part of our program review, we interviewed WRTP/BIG STEP program managers to determine how they administer the Ready to Work Workforce Development program, including providing recruitment and assessment services and career pathway and other training services. We also reviewed the processes used to track program enrollment, attendance, and completion. WRTP/BIG STEP uses Efforts to Outcomes (ETO)—a system that is used by many non-profits and governments—to record and analyze program participants’ progression through the program.

To complete our review and verify the program outcomes reported by WRTP/BIG STEP, we obtained an unmodified extract of the information maintained in ETO for each of the months in the quarter under review. We independently analyzed the unmodified data to verify the accuracy of the program information contained in the monthly detail contained in the Quarter 1 Draft Report, as well as the quarterly summary information.

As noted, our calculations of the number of participants who received recruitment and assessment services, participated in career pathway and training, or were placed into employment differed from what was reported in the Draft Report. Prior to beginning our review, WRTP/BIG STEP indicated it was aware of errors in the Draft Report and we worked with their staff to identify the origin and nature of the errors. Our review identified that the formula used to summarize the number of Milwaukee County residents placed into employment resulted in placements being counted twice. We also identified other errors in the Draft Report’s monthly snapshots due to errors in the calculation of the number of participants who received various services and training. The findings from our review of each monthly snapshot are included as Appendix A.

As shown in the table below, 492 individuals received recruitment and assessment services from August 2012 through October 2012, which was 1 less than reported. We also found that 217 participants were placed in career pathway and training programs during the same period, which is 7 more than reported.

Assessment and Training Services Provided to Milwaukee County Residents August 2012 through October 2012²		
	Quarter 1 Draft Report	Baker Tilly Calculation
Received Recruitment and Assessment	493	492
Career Pathway and Training Placement	210	217

We also found that fewer individuals were placed into employment than what was reported by in the Draft Report. A total of 44 participants were placed into employment from August 2012 through October 2012, compared to the reported 51 participants. As shown in the table below, we found:

- 27 individuals were placed into construction jobs;
- 14 individuals were placed into manufacturing jobs; and
- 3 individuals were placed into other types of employment, such as general labor.

Number of Milwaukee County Resident Placed into Employment August 2012 through October 2012³						
	Construction		Manufacturing		Other	
	Quarter 1 Draft Report	Baker Tilly Calculation	Quarter 1 Draft Report	Baker Tilly Calculation	Quarter 1 Draft Report	Baker Tilly Calculation
Full-Time	29	27	18	14	3	3
Part-time or Seasonal	0	0	0	0	1	0
Total	29	27	18	14	4	3

To ensure accurate and complete calculations, WRTP/BIG STEP has created written procedures to create a more systematic process that it will use when extracting, modifying and analyzing participation data for future report.

² Analyses performed using data provided by WRTP/BIG STEP.
³ Analyses performed using data provided by WRTP/BIG STEP.

Appendix A – Baker Tilly Review of Monthly Snapshots

August 2012		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 1 Draft Report	Baker Tilly Calculation
Recruitment and Assessment Participants	176	175
Career Pathways/Training Service	59	54
Number Placed in Employment		
Construction		
Full-time Employment	16	13
Part-time Employment	0	0
Manufacturing		
Full-time Employment	12	8
Part-time Employment	0	0
Other		
Full-time Employment	2	2
Part-time Employment	1	0
September 2012		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 1 Draft Report	Baker Tilly Calculation
Recruitment and Assessment Participants	73	73
Career Pathways/Training Service	46	51
Number Placed in Employment		
Construction		
Full-time Employment	8	10
Part-time Employment	0	0
Manufacturing		
Full-time Employment	4	4
Part-time Employment	0	0
Other		
Full-time Employment	0	0
Part-time Employment	0	0
October 2012		
Number Placed in Recruitment and Assessment or Career Pathways/Training Services	Quarter 1 Draft Report	Baker Tilly Calculation
Recruitment and Assessment Participants	244	244
Career Pathways/Training Service	105	112
Number Placed in Employment		
Construction		
Full-time Employment	5	4
Part-time Employment	0	0
Manufacturing		
Full-time Employment	2	2
Part-time Employment	0	0
Other		
Full-time Employment	1	1
Part-time Employment	0	0

-COUNTY OF MILWAUKEE-
INTEROFFICE COMMUNICATION

DATE: February 25, 2013

TO: Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM: Don Tyler, Director, Department of Administrative Services

SUBJECT: Authorization to enter into an administrative agreement with the Milwaukee Economic Development Corporation for administration and operation of the Milwaukee County Economic Development Fund

REQUEST

Pursuant to adopted resolution 12-985 (Resolution), approval is requested to enter into an administrative agreement with the Milwaukee County Economic Development Corporation (MEDC) for administration and operation of the Milwaukee County Economic Development Fund (Fund).

BACKGROUND

The Resolution directs that 1.) the Department of Administrative Services – Economic Development Division (DAS-ED) will enter into negotiations to develop an administrative agreement (which is to include policies and procedures) with MEDC; 2.) the proposed administrative agreement is to be presented to the Economic & Community Development Committee for approval.

As a result of the this Resolution, a county workgroup was established and met on February 13, 2013 to discuss where the needs in the county were for additional funding and how to best leverage the established funds to help move economic development initiatives forward.

The workgroup consisted of professionals from the public, private and non-profit sectors. Each of the participants had significant experience with the fiscal component of economic development.

After the discussion, the group came to a consensus on a recommendation of how best to leverage the funds. This recommendation is included within the administrative agreement.

RECOMMENDATION

Approval is recommended for the administrative agreement (including policies and procedures) between the County and MEDC for the operation and administration of the Milwaukee County Economic Development Fund, contingent upon review by Risk Management, Corporation Counsel, and Community Business Development Partners.



Don Tyler
Director, Department of Administrative Services

cc:

1
2
3
4 (ITEM *) A resolution to authorize Milwaukee County to enter into an
5 administrative agreement with Milwaukee Economic Development Corporation
6 (MEDC) for the Milwaukee County Economic Development Fund:
7

8 **A RESOLUTION**
9

10 WHEREAS, during the December 2012 County Board standing committee
11 cycle, the Department of Administrative Services – Economic Development
12 division requested authorization (via Resolution File 12-985) to enter into
13 negotiations with MEDC to develop an administrative agreement, including
14 policies and procedures, for the Milwaukee County Economic Development
15 Fund; and
16

17 WHEREAS, Resolution File 12-985 was approved, as amended, by the
18 Economic and Community Development standing committee and the Finance,
19 Personnel, & Audit standing committee; and
20

21 WHEREAS, Resolution File 12-985 was adopted, as amended, by the
22 Milwaukee County Board and Milwaukee County Executive; and
23

24 WHEREAS, the Department of Administrative Services – Economic
25 Development division has developed and negotiated an administrative
26 agreement, including policies and procedures, with MEDC for the Milwaukee
27 County Economic Development Fund and is requesting authorization to enter
28 into the administrative agreement; now therefore,
29

30 BE IT RESOLVED, that the Department of Administrative Services –
31 Economic Development division is authorized to enter into an administrative
32 agreement, including policies and procedures, with MEDC for the Milwaukee
33 County Economic Development Fund, contingent upon review and approval by
34 Corporation Counsel, Risk Management, and Community Business Development
35 Partners.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/25/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Authorization to enter into an administrative agreement with the Milwaukee Economic Development Corporation (MEDC).

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

- A. Approval of the resolution will allow Milwaukee County (County) to enter into an administrative agreement with the MEDC for the Milwaukee County Economic Development Fund.
- B. There are no direct costs, savings, or anticipated revenues associated with this request.
- C. There are no budgetary impacts associated with this proposed action in the current year or in subsequent years.
- D. The 2012 Adopted Capital Budget established a \$1.0 million Economic Development Fund. Funding was to be provided by \$1.0 million of actual land sale revenue in 2012. If an agreement between the County and MEDC is not completed by April 1, 2013, Resolution File 12-985 directs that the \$1.0 million remain with the County. As authorization to enter an administrative agreement with MEDC is being requested for the March standing committee cycle, it is assumed that this condition will be met and that MEDC will administer the \$1.0 million (on the county's behalf) to fulfill the intent of the Economic Development Fund.

Department/Prepared By DAS-Fiscal Affairs/ [Signature]

Authorized Signature [Signature]

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.
² Community Business Development Partners' review is required on all professional service and public work construction contracts.

**PORTFOLIO MANAGEMENT
SERVICE AGREEMENT**

Effective Date: xx/xx/2013

Parties:

Milwaukee County
Milwaukee Economic Development Corporation

PORTFOLIO MANAGEMENT AGREEMENT

This Management Agreement (“Agreement”) is made and entered into as of the _____ day of _____, 2013, by and between Milwaukee County (“County”) and the Milwaukee Economic Development Corporation (“MEDC”). Referenced together, the County and MEDC are collectively the “Parties,” and individually as a “Party.”

RECITALS

WHEREAS, the County intends to establish a Revolving Loan Fund and initiate loans using its own funds to spur economic development throughout Milwaukee County; and

WHEREAS, the County desires that MEDC service loans enrolled through this program; and

WHEREAS, the County wishes to obtain MEDC’s services in connection with the management of the County’s loan program subject to the terms and provisions of this Agreement; and

WHEREAS, MEDC wishes to perform services in exchange for the management fee provided herein.

NOW, THEREFORE, in consideration of the covenants and agreements herein, the Parties hereto mutually agree as follows:

- 1) **DEFINITIONS** – This Agreement uses the following defined terms:
 - a) **County**. Milwaukee County, a municipal body corporate, organized and existing under the laws of the State of Wisconsin.
 - b) **MEDC**. Milwaukee Economic Development Corporation, a registered Wisconsin non-profit corporation.
 - c) **Agreement**. A Management Agreement, dated _____ Month XX, 2013, by and between the County and MEDC.
 - d) **Fiscal Year**. The twelve (12) month calendar year, ending 12/31 of each year, on which the County maintains its book and records, as modified from time to time.
 - e) **Initial Term**. Beginning _____ Month xx, 2013 through December 31, 2013. Automatic renewal annually on 12/31 of each subsequent year, if mutually agreeable to the Parties.
 - f) **Loans**. Debt instruments and related covenants created when borrowers/developers receive loans in conjunction with this program.

- g) **Servicing Requirements.** The requirements set forth in Section 5.
 - h) **Borrowers.** Companies who are eligible for loans.
 - i) **Project.** Collection and servicing of loans made to borrowers using a Revolving Loan Fund process. The financing for loans is done through the County. The loan is secured with a lien on assets of the borrower. This Agreement governs the servicing of the loans.
 - j) **Project Manager.** County or MEDC staff that shall be responsible for referring potential applicants.
- 2) **APPOINTMENT.** The County hereby appoints MEDC to oversee the management of the County's loan program subject to the terms and provisions of this Agreement. This involves responsibility for both the financial and loan administration components. MEDC hereby accepts the appointment, subject to the terms and conditions set forth herein.
 - 3) **TERM.** This Agreement shall become effective on **Month xx, 2013**, and, except as otherwise provided herein, shall continue in full force and effect through December 31, 2013 ("Initial Term"). After the Initial Term ends, this Agreement will continue on automatic extension for successive terms of one year if mutually agreeable to the Parties and unless terminated by either Party by written notice at least thirty (30) days prior to the expiration of such particular term as shall be in effect, or unless terminated as otherwise provided herein. This Agreement shall automatically terminate if MEDC is removed pursuant to this Agreement. In the event of default or for cause, the Agreement may be terminated by the other party for any material provision hereof which remains un-remedied for thirty (30) days following written notice of such default or cause. If such extension is not agreed upon, the Agreement herein shall be considered terminated at its conclusion.
 - 4) **TRUST.** The initial \$1 million transferred from the County to MEDC shall be deemed principal for establishment of a Revolving Loan Fund. This principal shall not be used for payment by the County to MEDC for any service(s) performed by MEDC under the terms of this Agreement.
 - 5) **SCOPE OF SERVICES.** MEDC shall perform the following duties:
 - A. Loan servicing/administration:**
 1. Track loans and determine loan balances utilizing FIS or a similar system.
 2. Provide interest calculation for annual accrual and/or capitalization of interest.
 3. Review credit and documentation files for the purpose of identifying:
 - a. Specific loan covenants which must be upheld by the borrower (i.e., ensure necessary insurance certificates, financial statements, etc. are obtained).
 4. Provide 1098's to customers for loan interest paid annually
 5. Provide billing/financial status reports to County staff, on a quarterly basis.

6. At the direction of the Project Manager, act as an agent of County regarding loan status.

B. Loan structuring/restructuring/closing:

1. Accept and review Loan Applications submitted by prospective Borrowers. A sample Loan Application is attached as Exhibit A.
 - a. Ineligible Borrowers:
 - Not for profit businesses
 - Religious based or affiliated businesses
 - Businesses located outside of Milwaukee County
2. Utilize similar underwriting guidelines to structure the loan terms and conditions. General underwriting guidelines include, but are not limited to:
 - a. Debt Service Coverage greater than 1:1x.
 - b. Satisfactory environmental assessment if lending on real estate.
 - c. Satisfactory credit history of any individual that owns 20% or more of Borrower.
 - d. Limit RLF participation to no more than 40% with a minimum of approximately \$100,000.
 - e. Confirm 10% equity injection from Borrower towards Project.
 - f. Applicable general requirements as described, but not limited to those listed in attached Exhibit B.
3. Loans may be made for any lawful business purpose subject to local ordinances.
4. MEDC's Loan Committee to approve all terms and conditions.
5. Public Notice of loan requests shall be made in a similar manner to MEDC's current practices.
6. MEDC shall seek other sources of financing for Projects located within areas that have existing Revolving Loan Funds.
7. MEDC will close and document the loan using its staff and outside counsel.
8. MEDC shall maintain a file (electronic is acceptable) for each Borrower, which may include, but is not limited to the list attached as Exhibit C.
9. Provide assistance to Project Managers on loans that need to be restructured due to payment, collection, "write-off" and/or collateral issues. MEDC management has the authority to and will take all steps reasonably necessary and appropriate to preserve the principal balance of any loan.
10. County acknowledges that there is credit risk inherent in all loans and that there is the possibility that County's loan portfolio might lose value if its Borrowers become unable to pay back their debt, through no fault of MEDC.

C. Portfolio Status reports:

1. Work with project manager to provide County staff a standardized report of loan status, twice annually or as required.
2. Reports should outline original loan amount, outstanding principal, payment status, maturity date, etc. as well as any follow-up items or issues regarding the collectability of the loan.

D. Audit:

1. Provide assistance to County accounting staff during external audit period relating to “loan loss reserve” calculations and other financial data regarding loan portfolio.
- 6) **NONDISCRIMINATION.** In the performance of its obligations under the Agreement, MEDC will comply with the provisions of any federal, state or local law prohibiting discrimination on the grounds of race, color, sex, creed, handicap, familial status or national origin including Title VI of the Civil Rights Act of 1964 (42 USC 2000d).
- 7) **COMPENSATION.** The compensation to MEDC shall be billed quarterly and based on an annual fee equal to 1% of the average outstanding balance of the loans. The maximum amount for subsequent years will be adjusted based on the previous years’ experience. MEDC will provide the County with a general estimate of the annual cost at the beginning of each calendar year based on the projected outstanding loan balances under MEDC management. Compensation for additional services beyond what is contained in Section 4 is allowable only with pre-authorization by the County in writing.
- 8) **ENFORCEMENT OF LOANS.** MEDC shall take all reasonable actions to secure full compliance by borrowers receiving loans from the County. If applicable, the County shall provide written notice to all borrowers that MEDC has been authorized to act on its behalf.
- 9) **NOTICE.** Notwithstanding any other reporting provision in this Agreement, MEDC shall report promptly to the County the following:
 - a) any delinquency of sixty (60) days or more;
 - b) any notice alleging a default by the County, its borrowers, or otherwise addressing a material situation regarding the loans or loan portfolio.
- 10) **HIRING AND SUPERVISION OF EMPLOYEES.** MEDC shall, at its expense, recruit, hire, train, employ, supervise and discharge such personnel as are reasonably necessary for the efficient management of this project. Such personnel shall be in MEDC’s employ and shall not be considered to be employees or agents of the County. MEDC shall, in such hiring and other personnel transactions, follow all laws applicable to such activities.
- 11) **RECORDS AND REPORTS.** In order to ensure effective communication between the parties and in addition to any requirements specified elsewhere in this Agreement, the County shall provide MEDC with copies of all appropriate correspondence with regard to the existing portfolio, as well as agreed upon loan documents from the current borrower files. MEDC shall establish and maintain a system of records, books, and accounts. All such records, books, and accounts shall be subject to examination by any authorized representative of County with reasonable notice to MEDC.

12) **INDEMNIFICATION**

- a) **Indemnification of the County.** To the fullest extent permitted by law, MEDC agrees to defend, indemnify and save harmless the County from all claims, investigations and suits, with respect to or arising out of (i) any alleged or actual violation of state or federal labor or other laws pertaining to employees retained for purposes of performing this Agreement, it being expressly agreed and understood that as between the County and MEDC, all persons employed in connection with the Project are employees of MEDC, not the County; or (ii) MEDC's breach of this Agreement which has a material adverse effect on the Project or the County; or (iii) MEDC's negligence or willful misconduct.
- b) **Indemnification of MEDC.** To the fullest extent permitted by law, the County agrees to defend, indemnify and save harmless MEDC from all claims and suits in connection with the Project provided that such claims and suits are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, and such claims and suits which arise, or are alleged to arise, in whole or in part out of any negligent act or omission of the County, its officers, employees, or agents, but only against such claims and suits which arise, or are alleged to arise, in whole or in part, while MEDC is acting in its capacity as Manager for the County under this Agreement. Milwaukee County's liability shall be limited by Wisconsin State Statutes § 345.05(3) for automobile and § 893.80(3) for general liability.
- c) **Survival of Indemnity Obligations.** The indemnity obligations contained in this Agreement shall survive the termination of this Agreement.

13) **INSURANCE.** MEDC understands and agrees that financial responsibility for claims or damages to any person, or to MEDC's employees and agents, shall rest with MEDC. MEDC may effect and maintain any insurance coverage, including, but not limited to, Worker's Compensation, Employers Liability and General Contractual, Profession and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

MEDC shall provide evidence of the following coverages and minimum amounts:

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Wisconsin Workers' Compensation or Proof of All States Coverage	Statutory (waiver of subrogation)
Employer's Liability	\$100,000/500,000/100,000
Commercial or Comprehensive General Liability	

Bodily Injury and Property Damage (incl. Personal Injury, Fire Legal, Contractual & Products/Completed Operations)	\$1,000,000 Per Occurrence \$1,000,000 Gen. Aggregate
Professional Liability	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
Automobile Liability Bodily Injury & Property Damage All Autos-Owned, non-owned and/or hired Uninsured Motorists	\$1,000,000 Per Accident Per Wisconsin Requirements
Crime Bond (to cover Milwaukee County monies held by and in the care, custody and control of MEDC)	\$500,000

Milwaukee County will be named as an additional insured for General and Automobile, as respects the services provided in this Contract. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A certificate indicating the above coverages shall be submitted for review and approval by the County for the duration of this Contract.

Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions shall be submitted to County, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the County for approval prior to the commencement of activities under this Contract.

The insurance requirements contained within this Agreement are subject to periodic review and adjustment by the County Risk Manager.

- 14) **RIGHT TO AUDIT AND INSPECT.** Pursuant to Milwaukee County ordinance section 56.30(6)(e), MEDC shall allow Milwaukee County or any other party the County may name, when and as they demand, to audit, examine and make copies of records in any form and format, meaning any medium on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by MEDC, including but not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer files, computer printouts and optical disks, and excerpts or transcripts from any such records or other information directly relating to matters

under this Agreement, all at no cost to the County. Any subcontracting by MEDC in performing the duties described under this Agreement shall subject the subcontractor and/or associates to the same audit terms and conditions as MEDC. MEDC (or any subcontractor) shall maintain and make available to the County the aforementioned audit information for no less than three (3) years after the conclusion of each Agreement term.

- 15) **NOTICES.** All notices, demands, consents and reports provided for in this Agreement shall be given in writing and shall be deemed received by the addressee on the third (3rd) business day after mailing if mailed by United States certified or registered mail, postage prepaid or one business day after deposit with an overnight courier, or on the day delivered if personally delivered or emailed at the following addresses:

If to County:

Milwaukee County
Attn: Jill Didier
2711 W. Wells Street
Milwaukee, WI 53208
Phone: 414-278-4217
Email: jill.didier@milwcnty.com

If to MEDC:

Milwaukee Economic Development Corporation
Attn: President
809 N. Broadway, Room 104
Milwaukee WI 53202
Phone: 414-286-5840
Fax : 414-286-5778

The above addresses may be changed by the appropriate Party giving written notice of such change to the other Parties.

16) **MISCELLANEOUS**

- a) **Assignment.** MEDC shall not assign its rights under this Agreement or subcontract the performance of its obligations hereunder without the prior written consent of the County, which may be withheld for any reason, and any purported assignment without the County's prior written consent shall be of no effect.
- b) **Consent.** Whenever in this Agreement the consent or approval of MEDC or the County is required, such consent or approval shall not be unreasonably withheld, conditioned or delayed – except in cases of Assignment. Such consent shall be in writing and shall be duly executed by an authorized officer or agent for the Party granting such consent or approval; provided, however, notwithstanding anything in this Agreement to the contrary, if such consent or approval would be required for MEDC to comply with the Requirements, MEDC shall not be responsible for a failure to comply with the

Requirements as a result of the County's refusal or unreasonable delay to so consent or approve.

- c) **Amendments.** This Agreement constitutes the entire understanding between MEDC and the County and no amendment, alteration, modification or addition to this Agreement shall be valid or enforceable unless expressed in writing, and signed by both Parties.
- d) **Cooperation.** If any claims, demands, suits or other legal proceedings arising out of any of the matters relating to this Agreement be made or instituted by any person against either the County or MEDC, the County or MEDC shall give to the other all pertinent information and reasonable assistance in the defense or other disposition thereof, at its sole expense.
- e) **Waiver.** The waiver of any of the terms and conditions of this Agreement on any occasion or occasions shall not be deemed as waiver of such terms and conditions on any future occasion.
- f) **Illegality.** If any provision of this Agreement shall prove to be illegal, invalid, or unenforceable, the remainder of this Agreement shall not be affected thereby.
- g) **Relationship.** Nothing contained in this Agreement shall be construed to create a relationship of employer and employee between the County and MEDC, it being the intent of the Parties hereto that the relationship created hereby is that of an independent contractor.
- h) **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the County, its successors and permitted assigns, and shall be binding upon and inure to the benefit of MEDC, its successors and its permitted assigns.
- i) **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.
- j) **Enforceability.** The invalidity of any clause, part or provision of this Agreement shall not affect the validity of the remaining portions thereof. The County's remedies under this Agreement are cumulative, and the exercise of one remedy shall not be deemed an election of remedies nor foreclose the exercise of the County's other remedies. No waiver by the County of any breach of this Agreement shall be deemed to be a waiver of any other or subsequent breach.
- k) **Execution of Counterparts.** For the convenience of the Parties, this Agreement may be executed in multiple counterparts, each of which shall constitute a complete original of this Agreement, which may be introduced in evidence or used for any other purpose without the production of any other counterparts.

- l) **Power to Execute.** The Parties executing this Agreement on behalf of the County and MEDC each hereby warrant and represent that each has full right, power, and authority to enter into, execute, acknowledge, and deliver this Agreement.

- m) **Default.** In addition to the the County's right to terminate as listed in Section 3 above, if a Party defaults under this Agreement, the other Party subject to MEDC's right to cure under Section 3 above, shall be entitled to terminate this Agreement and/or pursue all available legal and equitable remedies including, without limitation, actions for damages and recovery of costs and expenses incurred. The following shall also be events of default by MEDC hereunder: if MEDC (i) files a petition for bankruptcy or reorganization, (ii) makes an assignment for the benefit of creditors; and, (iii) has a receiver or trustee appointed for its property.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement as of the date first set forth above.

MEDC:

County:

By: _____
 Patrick G. Walsh, President
 Milwaukee Economic Development
 Corporation

By: _____
 Name, Title
 Milwaukee County

Approved as to form and independent status:

Reviewed by:

By: _____ Date: ____
 Corporation Counsel

By: _____ Date: ____
 Risk Management

Exhibit A: Sample Loan Application

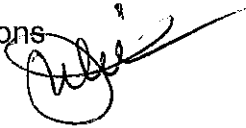
Exhibit B: General Requirements:

- Machinery and Equipment, furniture and fixtures, leasehold improvements, real estate purchases, construction, long term working capital.
- No debt refinancing unless there is a new project involved or to replace interim financing within 12 months of issuance.
- Amortization to match the participating lender or the estimated life of the asset
- Assignment of life insurance on primary individuals and/or succession plan
- 2nd position on collateral, subject to participating lenders lien, or
- Priority lien on specific assets
- Collateral coverage of 1:1 or guarantee or other risk mitigation if available
- Positive tangible net worth
- Satisfactory appraisal
- Satisfactory environmental assessment
- Satisfactory CCAP review
- Satisfactory lien search
- Title insurance
- Acceptable liability/general business insurance
- Current on all taxes (real estate, payroll, income, sales, etc.)
- Valid operating permits
- No active DNS orders
- Quarterly financial statements
- Annual financial statements and tax returns
- Updated personal financial statement of guarantor and tax returns
- Annual employment survey
- Assets must remain in area
- Other financial covenants as deemed necessary or required by participating lender
- Application
- Credit report
- Automatic loan payment
- Annual site visit
- No prepayment penalty
- No upfront fees, cost of attorney prepared loan documents

Exhibit C: Loan File/Legal File - Inventory Checklist/Table of Contents

Borrower:		
Operating Company:		
No.	Filed	Description
1		MEDC Commitment Letter
2		MEDC Authorization
3		Term Credit Agreement
4		Business Note
5		Letter Agreement w/:
6		Borrower's Certification/Res. Of Bd. Of Directors/LLC Borrowing Agree.
7		Articles of Incorporation/Organization
8		Bylaws/Operating Agreement
9		Project Mortgage:
10		Secondary Collateral – Mortgage:
		Secondary Collateral – Mortgage:
		Secondary Collateral – Mortgage:
		Secondary Collateral – Mortgage:
11		Real Estate Mortgage Subordination Agreement
12		Intercreditor Agreement Regarding Real Property
13		Title Insurance Policy/Commitment
14		Letter Report/Mortgage Notification Letter:
15		Lease & Addendum
16		Assignment of Lessee's Interest in Lease
17		Assignment of Lessor's Interest in Lease
18		Assignment of Leases & Rents
19		Security Agreement
20		Agreement Respecting Collateral Priorities as to Real Property
21		UCC-1 /(State) & Lien Search
22		UCC-1 (County)
23		Guarantee(s):
24		Spousal Consent(s)
25		Assignment of Life Insurance
26		Life Insurance Policy
27		Debt Subordination Agreement on Notes Payable – Officers
28		Copies of Notes Payable – Officers
29		MEDC Check for Project/Affidavit and Receipt
30		Check & Itemization of MEDC Attorney Fees
31		Evidence of Equity Injection (closing statement, warranty deed, transfer return, owner's affidavits)
32		Evidence of Project Costs
33		Miscellaneous:

**COUNTY OF MILWAUKEE
Inter-Office Communication**

DATE: March 11, 2013
TO: Committee on Economic & Community Development
FROM: Julie Esch, DAS-Director of Operations 
SUBJECT: Status of Excess Property Sales (Information Only)

The Real Estate Services Section of the Economic Development Division reports, on a monthly basis, the status of excess property sales. Attached is the report for period beginning December 1, 2012 and ending December 31, 2012.

Cc: Chris Abele, County Executive
Marina Dimitrijevic, County Board Chairwoman
Don Tyler, Director, Department of Administrative Services
Vince Masterson, Fiscal and Management Analyst

REAL ESTATE SERVICES SECTION

REVENUE STATUS REPORT
Period ending December 31, 2012

CLOSED PROPERTIES

Property	Committee Date	Closed	Gross Sale Proceeds
Blocks 3E, 4E, 5E Park East (MSOE)	January 23, 2012	March 20, 2012	\$ 1,543,265.00 ¹
Adj. 4407 West Brown Deer Road, Brown Deer	January 23, 2012	March 30, 2012	\$ -0-
1900 S. 94 th Street, West Allis	June 18, 2012	July 26, 2012	\$ 11,900.00
740-748 N. 27 th Street, Milwaukee	June 18, 2012	July 31, 2012	\$ 22,000.00
6213-15 North Willow Glen Lane, Glendale	July 16, 2012	August 28, 2012	\$ 39,900.00
2018 East Beverly Road, Shorewood	July 16, 2012	August 30, 2012	\$ 80,000.00
1301 South 58 th Street, West Allis	September 17, 2012	November 2, 2012	\$ 41,000.00
3.5 acres behind the Ronald McDonald House	December 2012	4 th quarter 2012	\$ 675,500.00
Rear of 11327 West Ryan Road, Franklin	December 2012	4 th quarter 2012	\$ 2,500.00
		TOTAL	\$ 2,416,065.00
		2012 Budget	\$ 400,000.00

PENDING PROPERTY CLOSINGS

Property	Committee Date	Pending Closing	Purchase Price
Block 6E, Park East Development	April 3, 2006	2013	\$ 406,000.00 ²
		TOTAL	\$ 406,000.00²

GENERAL PROPERTY STATUS

Property	Committee Date	Status	Asking Price
North of 8310 South 100 th Street, Franklin	Presenting offer		\$ 3,750.00
5414-22 South Packard Avenue, Cudahy		Available for sale	\$ 35,000.00
3618 East Grange, Cudahy		Available for sale	\$ 4,900.00
3749 East Squire, Cudahy		Available for sale	\$ 16,900.00
8450 West Beatrice Ct., Milwaukee		Available for sale	\$ 375,000.00 ³
3802 East Cudahy Avenue, Cudahy		Available for sale	\$ 18,900.00
2254 South 75 th Street, West Allis	Presenting offer	Available for sale	\$ 26,900.00

1. County's share of \$ 2,660,802 net proceeds
2. County's share of \$ 700,000 sales price
3. Net proceeds to Federal Transit Administration

SUMMARY DETAIL OF PENDING PROPERTY CLOSINGS

PROPERTY	BUYER	CLOSING	COMMENTS
Block 6E, Park East	Rainier Properties II, LLC	2013	Option granted until December 30, 2012 with an extension to June 30, 2013 if needed. If Buyer exercises option, closing will occur within 30 days

SUMMARY DETAIL OF UWM, INNOVATION PARK, LLC SALE

PROPERTY	BUYER	CLOSING	COMMENTS
NE Quadrant County Grounds	UWM, Innovation Park, LLC	February 15 2011	<p>Initial \$5 million paid February 15, 2011.</p> <p>County Board extended each of the purchase price installment payment dates after closing by twenty-four (24) months as follows:</p> <ul style="list-style-type: none"> • Second \$5 million payable on February 15, 2014 • \$887,500 payable on February 15, 2015 • \$887,500 payable on February 15, 2016 • \$887,500 payable on February 15, 2017 • \$887,500 payable on February 15, 2018



Community Business Development Partners

MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors
 NELSON SOLER • Interim Director, Community Business Development Partners

INTER-OFFICE COMMUNICATION

DATE: February 25, 2013

TO: Supervisor Marina Dimitrijevic, Chair, County Board of Supervisors
 Supervisor Patricia Jursik, Chair, Economic & Community Development Committee
 Supervisor Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee

FROM: Nelson Soler, Interim Director, Community Business Development Partners (CBDP)

SUBJECT: From the Interim Director, Community Business Development Partners (CBDP), requesting adoption of the proposed amendment to section 42.02(1)(k) of the Milwaukee County Code of General Ordinances necessary to align the definition of small business enterprise (SBE) with the small business opportunity initiative approved in the 2013 Milwaukee County Adopted Operating Budget

DIRECTIVE

At the direction of the Milwaukee County Board of Supervisors, through the 2013 Adopted Operating Budget, the Community Business Development Partners Department (CBDP) has been charged with the implementation of the County's Small Business Opportunity Initiative.

RECOMMENDATION

CBDP is recommending that the current definition of Small Business Enterprise (SBE) as codified in the Milwaukee County Code of General Ordinances be updated to be in closer alignment with the design of the Small Business Opportunity Initiative adopted by the Board. The vision of the Board in extending the availability of potential gap financing options to small businesses will assist in the sustainable growth of these enterprises. Updating this definition will allow for the convergence of these resources on the local economy's small, micro and first-stage businesses as a means of immediate economic impact. This concentration will complement various County small business development activities.

This recommendation of CDBP includes the recommendations of representatives of partner municipalities, various ethnic chambers, small business advocacy organizations, and numerous small businesses currently known to the County that resulted from extensive dialogue, exchange and feedback in this Milwaukee County Code of General Ordinances modification recommendation.

Sincerely,

Nelson Soler, Interim Director
 Community Business Development Partners

Cc: Chris Abele, County Executive

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(ITEM) From the Interim Director, Community Business Development Partners (CBDP), requesting adoption of the proposed amendment to section 42.02(1)(k) of the Milwaukee County Code of General Ordinances necessary to align the definition of small business enterprise (SBE) with the small business opportunity initiative approved in the 2013 Milwaukee County Adopted Operating Budget, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, on April 22, 1999, following the direction of the United States Department of Transportation (USDOT), the Milwaukee County Board of Supervisors adopted File No. 99-216(b), which adopted the definitions of 49 CFR Part 26 replacing those of the deleted 49 CFR Part 23; and

WHEREAS, on March 15, 2012, the Milwaukee County Board of Supervisors adopted File No. 12-210, which established a definition of a small business enterprise; and

WHEREAS, on November 14, 2012, the Milwaukee County Board of Supervisors adopted the 2013 Milwaukee County Operating Budget, which formalized a small business opportunity initiative within the Community Business Development Partners (CBDP) office; and

WHEREAS, the Milwaukee County Code of General Ordinances directs that CBDP “will be the enforcing office” of the DBE Program responsible for DBE Program updates; and

WHEREAS, CDBP has established a small business enterprise utilization element to the County’s DBE Program that will afford increased opportunities for, and participation of, small businesses seeking and conducting business with the County; and

WHEREAS, CDBP has included the recommendations of representatives of partner municipalities, various ethnic chambers, small business advocacy organizations, and numerous small businesses currently known to the County that resulted from extensive dialogue, exchange and feedback in this Milwaukee County Code of General Ordinances modification; now, therefore,

BE IT RESOLVED, that, as requested by CBDP, the Milwaukee County Code of General Ordinances, as it relates to the definition of a small business enterprise, be hereby amended to align itself to the small business opportunity initiative formalized by the 2013 Milwaukee County Adopted Operating Budget.

44 BE IT FURTHER RESOLVED, that to ensure the above-noted revision is properly
45 codified, the County Board of Supervisors does hereby adopt the following:

46

47 **An Ordinance**

48

49 To amend Section 42.02(1)(k) of the General Ordinances of Milwaukee County as
50 appropriate to align itself to the small business opportunity initiative formalized by the
51 2013 Milwaukee County Adopted Operating Budget.

52

53 The County Board of Supervisors of the County of Milwaukee does ordain as
54 follows:

55

56 **SECTION 1.** Section 42.02(1)(k) of the General Ordinances of Milwaukee County is
57 hereby amended as follows:

58 **42.02. - Definitions.**

59 (1) For all projects subject to this chapter funded with federal and county
60 money and those funded only by county money, the following definitions shall
61 apply;

62 (k) *Small business enterprise (SBE)* means an organized, for-profit business that
63 is independently owned and operated and not dominant in its field.
64 Depending on the industry, size standard eligibility is based on the average
65 number of employees for the preceding twelve months or on sales volume
66 average over a three-year period. In no case will a firm be an eligible SBE in
67 any Federal fiscal year if the firm (including its affiliates) has had average
68 annual gross receipts, as defined by United States Small Business
69 Administration (SBA) regulations (see 13 CFR 121.402), over the firm's
70 previous three fiscal years in excess of ~~\$22.41~~ \$4 million, or if the owner(s) of
71 the firm exceed the personal net worth (PNW) described in 49 CFR Part 26.

72

73 **SECTION 2.** This ordinance shall become effective upon publication.

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 02/25/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Fiscal impact of County Ordinance modification to Chapter 42.02(1)(k), definition of Small Business Enterprise (SBE), to align itself with the small business opportunity initiative approved in the 2013 Budget.

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. ¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. This Ordinance change will align the qualifications of a small business enterprise (SBE) with the small business opportunity initiative approved in the 2013 Budget.

B. There are no additional direct costs related to this County Ordinance change.

Department/Prepared By

CBSP / Mark Phillips

Authorized Signature

[Signature]

Did DAS-Fiscal Staff Review?

Yes

No

Did CBDP Review?²

Yes

No

Not Required

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.



Community Business Development Partners

MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors
 NELSON SOLER • Interim Director, Community Business Development Partners

INTER-OFFICE COMMUNICATION

DATE: January 7, 2013

TO: Supervisor Marina Dimitrijevic, Chair, County Board of Supervisors
 Supervisor Patricia Jursik, Chair, Economic & Community Development Committee
 Supervisor Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee

FROM: Nelson Soler, Interim Director, Community Business Development Partners

SUBJECT: **DBE WAIVER REPORT FOR NOVEMBER & DECEMBER 2012**

DIRECTIVE

At the request of the Committee on Economic and Community Development, the Community Business Development Partners Department (CBDP) provides a monthly update on the Disadvantaged Business Enterprise (DBE) utilization waivers requested by, and granted to, Milwaukee County departments/divisions.

BACKGROUND

CBDP is responsible for designing, implementing, monitoring and enforcing Milwaukee County's DBE Program in order to maintain compliance with Federal Regulations and Milwaukee County Ordinances. Implementation of the Program includes establishing participation goals on, both, Federal and County funded contracts, as well as monitoring and enforcing compliance of these contracts. Participation goals may only be established on contracts where opportunities exist for ready, willing and able certified firms to perform commercially useful functions related to the satisfaction of those contracts.

In 1999, the United States Department of Transportation (USDOT) implemented DBE Program rules with seven (7) objectives directed at creating a level playing field on which certified firms could compete fairly for USDOT-assisted contracts. This legislation, 49 CFR Part 26, requires all recipients of USDOT funds to establish and maintain a DBE program that, not only, complies with the intent and language of the legislation, but that has also been reviewed and approved by USDOT. As a result of public and private stakeholder input, Milwaukee County determined and approved, by action of the County Board, to establish and maintain a program based upon the Federal DBE Program rules and standards for all of its contracts. This action of the County Board and County Executive established, and adopted, rules and regulations of USDOT Office of the Secretary, per the Federal Register (49 CFR Parts 23 and 26), over Milwaukee County's Federally, and County, funded projects.

Milwaukee County, as a Federal funding recipient, is required to provide and establish contract opportunities for certified firms on its projects based upon the number of ready, willing and able firms certified to perform within the scope(s) of each of these projects. Only firms certified through Wisconsin's Unified Certification Program (UCP), a consortium of 24 municipalities and agencies throughout the State, count as ready, willing and able firms for this purpose. Four of the UCP members serve as certifying partners for the consortium, Milwaukee County, WisDOT, Dane County, and the City of Madison. These certifying partners share the responsibility of verifying and maintaining the status of the 883 currently certified firms throughout the State, while processing all new applications.

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DBE GOALS

The Milwaukee County Board of Supervisors has established the County's overall desired levels of DBE participation as follows:

Public Works, Construction & Design	25%
Time & Material Contracts	25%
Professional Service Contracts	17%
Procurement of Service Contracts	17%
Procurement of Goods & Commodities	10%

WAIVER REQUESTS

When CBDP receives a waiver request from a department/division, staff thoroughly reviews it and available supporting documentation before forwarding the request on to the Director for determination. The Director may require staff to gather more comprehensive information or to provide more detailed clarification regarding any identified issues prior to issuing a determination.

WAIVER REPORT SUMMARY

The figures below include Professional Service and Capital Improvement/Maintenance contracts awarded during November and December. This report does not include contracts awarded by Procurement Division processes under Chapter 32, as CBDP is not authorized access to this information. Please see the attachment for waivers requested as broken out by owner department, contractor/consultant awarded, scope of services rendered, total contract amounts, and reason for approval, or lack thereof.

Total Contracted Dollars for Period	\$	9,125,960.74
Total Contracted Dollars w/ Waiver Approval	\$	175,451.41
Total Contracted Dollars w/o Waiver Approval	\$	15,985.00
Percentage of Contracts Waived for Period		2.10%

RECOMMENDATION

CBDP prepared this informational report, and humbly proposes that it be received and filed, as such.

Approved by:



Nelson Soler
Interim Director

CC: Chris Abele, Milwaukee County Executive

Milwaukee County Community Business Development Partners Department (CBDP) DBE Waiver Report November & December 2012

DEPARTMENT	CONSULTANT/CONTRACTOR	SCOPE OF SERVICES	CONTRACT AMOUNT	APPROVAL REASON
<u>CBDP Approved Waivers ¹</u>				
State Court Services	Midwest Medical Records	On-site copying of court records	19,500.00	No DBE vendor bid on the contract
Human Resources	Mary J. Mountin	Provide legal service for the Civil Service Commission	1,310.00	Under \$2,000.00
DAS - Risk Management	Arthur J. Gallagher Risk Management Svcs	Provide an audit for self insured workers compensation claims program	19,220.00	Per Chapter 56.30(a)
DOT - Airport Division	Institute for Human Factors	Conduct 4 session class on "Overcoming Your Fear of Flying"	1,000.00	Under \$2,000.00
Personnel Review Board	Gonzalez, Saggio & Harlan	Outside counsel for the PRB for September-December 2012	23,166.00	Per Chapter 56.30(a)
Medical Examiner	Jim Caruso, MD	Keynote - 24th Annual John R. Teggatz Forensic Science Seminar	577.20	Under \$2,000
Grounds - by DAS - FM	Clark Dietz	Illicit Connection Field Study	9,900.00	Annual Consultant Utilization ²
GMIA - by DAS - FM	Graef USA	Parking Structure Pre-Cast Investigation	4,800.00	Annual Consultant Utilization; Emergency investigation
Parks by DAS-FM	Harwood Engineering	MLK Community Center Roof Replacement - Skylight Replacement	2,700.00	Annual Consultant Utilization; Prior facility knowledge
Facilities - by DAS - FM	Jackson MacCudden	Light Court #3 Asbestos Inspection Services	4,510.00	Annual Consultant Utilization; Prior facility knowledge
Facilities - by DAS - FM	Sigma Group	Environmental Site Assessment 1400 N 113th St	2,294.14	Annual Consultant Utilization; Participation on subsequent phase
Parks - by DAS - FM	Jackson MacCudden	Wil-O-Way Grant RC Floor Abatement Testing	1,500.00	Annual Consultant Utilization
Facilities - by DAS - FM	Sigma Group	Renovation of War Memorial Windows	889.62	Annual Consultant Utilization
Grounds - by DAS - FM	Gregg Martin	Service Agreement - Telemetry & Instrumentation Service	1,270.00	No DBE firms within this work category
Grounds - by DAS - FM	Visu-Sewer	Clean & CCTV Sewer Lines	24,205.45	Only one DBE firm with capacity to perform project scope
Facilities - by DAS - FM	Jackson MacCudden	Safety Bldg Domestic Violence Unit Remodeling - Asbestos Consulting	2,100.00	Annual Consultant Utilization
NMP by GMIA	Craig's Remodeling	Sound Mitigation Improvements at 3630 E Martin Ave	56,509.00	NMP Program guidelines

Contracts Issued Without CBDP Review ³

Human Resources	M.R.A. The Management Association	Strategic HR Partner Meeting August 2012	1,500.00	No CBDP Review
DHHS - Housing	Benavides Enterprises	Provide one day training	1,595.00	No CBDP Review
DHHS	Human Services Leadership Institute	Provide one day training	1,125.00	No CBDP Review
MCTS by DOT	Foley & Lardner	MCTS Project Ride Consultant Services	11,765.00	No CBDP Review

Total Contract \$ Amount for Month ⁴	\$9,125,960.74
Total Approved Waiver \$ Amount	\$175,451.41
Total Unapproved Waiver \$ Amount	\$15,985.00
Percentage Waived	2.10%

¹ Waivers approved by CBDP; within guidelines of Code of General Ordinances

² Award of this project is to an Consultant operating under a blanket contract with the County to provide Architectural & Engineering Design Services outside of current staffing capacity

³ Contracts issued by Departments in violation of the Code of General Ordinances; CBDP is made aware of these projects when Accounts Payable forwards new contract information

⁴ Total does not include Procurement Division Figures



Community Business Development Partners

MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors
NELSON SOLER • Interim Director, Community Business Development Partners

INTER-OFFICE COMMUNICATION

DATE: February 15, 2013

TO: Supervisor Marina Dimitrijevic, Chair, County Board of Supervisors
Supervisor Patricia Jursik, Chair, Economic & Community Development Committee
Supervisor Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee

FROM: Nelson Soler, Interim Director, Community Business Development Partners

SUBJECT: **DBE WAIVER REPORT FOR JANUARY 2013**

DIRECTIVE

At the request of the Committee on Economic and Community Development, the Community Business Development Partners Department (CBDP) provides a monthly update on the Disadvantaged Business Enterprise (DBE) utilization waivers requested by, and granted to, Milwaukee County departments/divisions.

BACKGROUND

CBDP is responsible for designing, implementing, monitoring and enforcing Milwaukee County's DBE Program in order to maintain compliance with Federal Regulations and Milwaukee County Ordinances. Implementation of the Program includes establishing participation goals on, both, Federal and County funded contracts, as well as monitoring and enforcing compliance of these contracts. Participation goals may only be established on contracts where opportunities exist for ready, willing and able certified firms to perform commercially useful functions related to the satisfaction of those contracts.

In 1999, the United States Department of Transportation (USDOT) implemented DBE Program rules with seven (7) objectives directed at creating a level playing field on which certified firms could compete fairly for USDOT-assisted contracts. This legislation, 49 CFR Part 26, requires all recipients of USDOT funds to establish and maintain a DBE program that, not only, complies with the intent and language of the legislation, but that has also been reviewed and approved by USDOT. As a result of public and private stakeholder input, Milwaukee County determined and approved, by action of the County Board, to establish and maintain a program based upon the Federal DBE Program rules and standards for all of its contracts. This action of the County Board and County Executive established, and adopted, rules and regulations of USDOT Office of the Secretary, per the Federal Register (49 CFR Parts 23 and 26), over Milwaukee County's Federally, and County, funded projects.

Milwaukee County, as a Federal funding recipient, is required to provide and establish contract opportunities for certified firms on its projects based upon the number of ready, willing and able firms certified to perform within the scope(s) of each of these projects. Only firms certified through Wisconsin's Unified Certification Program (UCP), a consortium of 24 municipalities and agencies throughout the State, count as ready, willing and able firms for this purpose. Four of the UCP members serve as certifying partners for the consortium, Milwaukee County, WisDOT, Dane County, and the City of Madison. These certifying partners share the responsibility of verifying and maintaining the status of the 883 currently certified firms throughout the State, while processing all new applications.

WAIVER REQUESTS

When CDBP receives a waiver request from a department/division, staff thoroughly reviews it and available supporting documentation before forwarding the request on to the Interim Director for determination. The Interim Director may require staff to gather more comprehensive information or to provide more detailed clarification regarding any identified issues prior to issuing a determination.

WAIVER REPORT SUMMARY

The figures below include Professional & Management Service and Capital Improvement/Maintenance contracts awarded during January. This report does not include contracts awarded by Procurement Division processes under Chapter 32, as CDBP is not authorized access to this information. Please see the attachment for waivers requested as broken out by owner department, contractor/consultant awarded, scope of services rendered, total contract amounts, and reason for approval, or lack thereof.

Total Contracted Dollars for Period	\$ 12,528,313.55
Total Contracted Dollars w/ Waiver Approval	\$ 1,142,905.52
Total Contracted Dollars w/o Waiver Approval	\$ 38,000.00
Percentage of Contracts Waived for Period	9.43%

RECOMMENDATION

CBDP prepared this informational report, and humbly proposes that it be received and filed, as such.

Approved by:



Nelson Soler
Interim Director

CC: Chris Abele, Milwaukee County Executive

Milwaukee County Community Business Development Partners Department (CBDP)

DBE Waiver Report January 2013

DEPARTMENT	CONSULTANT/CONTRACTOR	SCOPE OF SERVICES	CONTRACT AMOUNT	APPROVAL REASON
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CBDP Approved Waivers ¹

Parks	United Summer Camp	To provide summer camp for children	27,500.00	No DBE's provide this service
Human Resources	Affion Public, LLC	Search for Parks Director	25,000.00	Specialized recruitment
Dept. on Aging	Jennifer Lefeber	Consulting management services	17,500.00	Project cannot be subcontracted
Dept. on Aging	Board of Regents of University of WI System	Research for the Wellness Works Adult Fitness Program	30,585.00	Project cannot be subcontracted
Combined Court Related	Midwest Medical Records Association, Inc.	In-house copy services	24,000.00	Good Faith Efforts Were Pursued
Combined Court Related	State of Wisconsin	To continue operation of the Legal Resource Center	139,829.00	Adopted budget
Combined Court Related	State of Wisconsin	To set up each Judge and the Central Resource Library to comply with the standard law book collection	35,000.00	Adopted budget
Combined Court Related	Metro Milwaukee Mediation Services, Inc.	Legal services to perform mediation between lending institutions & homeowners	636,068.34	Per Chapter 56.30
District Attorney	Sojourner Family Peace Center, Inc.	Investigation & prosecution of domestic violence in Milwaukee	63,000.00	Grant
IMSD	Broadcast Services	Space on top of US Bank Center for antenna site	67,537.80	County Board Action File No. 05-264
Comptroller	Chapman & Cutler	Professional services relating to the 2012 AGO refunding & other bond related issues	55,108.20	Per Chapter 56.30
CH - Facilities Management	Jackson MacCudden	Safety Building - Domestic Violence Unit Remodeling - Asbestos Consulting Services	2,100.00	Annual Consultant Utilization ²
IMSD	Technical Design Services, Inc.	Replacement of existing fiber optic link	13,800.00	Specific knowledge of County facilities; Succession Planning
Parks	ACL Laboratories	Drug and alcohol testing for CDL holders	5,877.18	No CBDP Review

Contracts Issued Without CBDP Review ²

Office of Persons w/Disabilities	Various Interpreters	To provide sign language interpreter services for MC citizens whose deaf and/or hearing impaired	38,000.00	No CBDP Review
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Total Contract \$ Amount for Month ³	\$12,528,313.55
Total Approved Waiver \$ Amount	\$1,142,905.52
Total Unapproved Waiver \$ Amount	\$38,000.00
Percentage Waived	9.43%

¹ Waivers approved by CBDP; within guidelines of Code of General Ordinances

² Contracts issued by Departments in violation of the Code of General Ordinances; CBDP is made aware of these projects when Accounts Payable forwards new contract information

³ Total does not include Procurement Division Figures